



# Financial Aid Appeal Form

Summer Priority Deadline May 16, 2019 / Summer Final Deadline June 17, 2019  
Fall Priority Deadline August 7, 2019 / Fall Final Deadline September 20, 2019  
Spring Priority Deadline January 3, 2020 / Spring Final Deadline February 14, 2020

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Semester you are requesting an appeal: Year \_\_\_\_\_

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

**ATTENTION STUDENTS:** Submitting this form does not guarantee reinstatement of financial aid or academic standing. The student is responsible for any charges incurred during periods of ineligibility even if the appeal is not approved. You will be notified of the outcome of your appeal by email once a decision has been made.

**INSTRUCTIONS:** Complete steps 1-4 below, and submit this completed form with all supporting documentation to the Office of Financial Aid. Submission of the appeal without documentation will be **DENIED**.

**Unacceptable reasons to submit an appeal:**

- lack of knowledge that your financial aid was in jeopardy
- lack of knowledge relating to your major, courses scheduled and class attendance policy
- lack of transportation
- lack of focus or commitment to your education

**For Office Use Only**

Previous Appeals: \_\_\_ Yes \_\_\_ No Reason for Appeal  GPA  Pace of Progression  Maximum Timeframe

Approval Conditions:

Denial Reasons:

Committee: \_\_\_ Approved: \_\_\_ Denied: Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

\_\_\_ Approved: \_\_\_ Denied: Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

\_\_\_ Approved: \_\_\_ Denied: Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

\_\_\_ Approved: \_\_\_ Denied: Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**STEP 1: Please Indicate Type of Appeal: (select all that apply)**

- GPA/PACE** Must maintain a 2.00 GPA and complete at least 67% of the classes attempted
- Max Hours (Must explain why you have exceeded the maximum amount of credit hours to be eligible for financial aid. Examples: changed major, second degree, etc.)**
- Change in major (Provide change of major form)**
- Double major (Attach official documentation of approval)**

**EXTENUATING CIRCUMSTANCES:** Extenuating circumstances are considered significant, life altering circumstances that have made an impact to your emotional and/or physical health thus causing the prevention of positive academic progress while meeting SAP.

*Please select one of the extenuating circumstances:*

- Medical illness and/or injury (**supported by medical documentation**)
- Death in immediate family: parent, spouse, child, grandparents, siblings, aunts or uncles (**supported by copy of death certificate AND/OR obituary**)
- Call to active military duty (**supported by copy of military orders**)
- Legal problems or police matters including Incarceration (**supported by legal documentation**)
- Foreclosure or eviction (**supported by documentation**)
- Out of college for a minimum of 3 years

*All of the examples above must pertain to the semester(s) in which you did not meet Satisfactory Academic Progress.*

**STEP 2: APPEAL STATEMENT:** Attach a typed statement describing the circumstance that kept you from meeting the established academic standards during your previous semester(s).

**STEP 3: PERFORMANCE PLAN:** Attach a typed statement describing how you plan to keep this situation from affecting your academic progress in future semesters.

**STEP 4: ACADEMIC PLAN (Financial Aid Only):** The requirements within the Academic Plan must be met to regain eligibility. Students will need to meet the standards of the Academic Plan each semester until meeting the SAP standards.

Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy, and may require the student's academic plan to be re-adjusted.

At minimum, the Academic Plan will require that the student do the following:

- 1.) Earn a minimum GPA of 2.25 each semester
- 2.) Pass at least 75% of all hours attempted each semester

Please read and confirm by initialing next to each statement:

\_\_\_\_\_ I must make at least a **2.25 semester GPA** in the courses that I am taking each semester.

\_\_\_\_\_ I must pass at least **75% of all hours attempted** each semester with a "**C**" or better. (*Final Grades of D, F, W or I will not be accepted*).

**STEP 5: CERTIFICATION:** I certify all of the information submitted is accurate. I further understand that an incomplete appeal, including missing or insufficient documentation, **will be denied**. I fully understand that an approved appeal will have conditions stated in the approval and those conditions must be met in order to be considered for any future aid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_