

Financial Aid Office

Financial Aid Appeal Procedure

A student who has been disqualified from receiving financial aid and believes that he/she had an extenuating circumstance(s) may appeal the decision to the Financial Aid Committee following the appeal procedures stated below.

1. Complete the 2016-2017 Satisfactory Academic Progress (SAP) form
2. Submit the completed appeal form with the appropriate supporting documents to the Financial Aid Office.

Note: Incomplete forms will not be processed.

Examples of extenuating circumstances

Reasons that may be acceptable and may be considered as extenuating circumstances for the appeal include the following:

1. Serious illness.
2. Accident
3. Hospitalization.
4. Student or immediate family's medical difficulty.
5. Death in the immediate family (spouse, children, father, mother, brothers or sisters).
6. Divorce or separation of student or parent.
7. Required classes were not offered or were filled or cancelled.
8. Changes in the program requirements in the college catalog.

Notes: 1. Withdrawing from a class to avoid a particular grade or failing to register for necessary class that is offered during the term to avoid a particular instructor does not considered special circumstances beyond a student's control.

2. Supporting documents such as note from physician, attorney, social worker, advisor notarized statement(s), etc. must be submitted with all appeals.

Submission of an appeal does NOT guarantee that students will regain financial aid eligibility. After a review of the appeal by the Financial Aid Committee, the Committee Chair will render the final decision and students will be officially notified in writing with the reasons of the Committees' decision to approve or not to approve the appeal. Furthermore, students must adhere to their Academic Plans and conditions submitted along with the appeal in order to continue their financial aid eligibility.



Financial Aid Office

2016-2017 SATISFACTORY ACADEMATIC PROGRESS (SAP) APPEAL FORM

Please follow the enclosed appeal procedures. Complete this Academic Progress Appeal form and submit with appropriate supporting documents to the Financial Aid Office.

Student Name: _____ Major: _____ Student ID: _____

State why you failed to meet SAP requirements and what has changed that will allow you to meet SAP requirements at the next evaluation period.

Student Signature

Date

Academic Advisor/Counselor to explain the extenuating circumstances that caused the student to fail the SAP requirement. State what has changed that will allow him/her to meet the SAP requirements at the next evaluation period by listing the steps to be taken.

Advisor or Counselor (Print Name)

Date