

Financial Aid Appeal Form

Name _____
Social Security Number _____ SID _____
Phone Number _____

I am appealing for reinstatement for (circle one)

Fall Winter Spring Summer

I have successfully completed one quarter on my own, earned a 2.0 gpa and am requesting a review.

___ YES ___ NO

Read Carefully:

Appeals are *allowed* for students who are on Suspension due to extenuating or unusual circumstances. Please note that this is your one chance to explain your circumstance, so take the time to complete and submit a detailed statement.

To appeal, you must:

- Submit a typed, detailed, and signed statement explaining why you failed to meet satisfactory academic progress. Extenuating circumstances must be thoroughly explained. You must also address what has changed that will enable you to be successful in the future. The committee will not assume information. Please limit your appeal to one page, if possible.
- Provide all necessary Third party documentation related to your situation. For example medical documentation, medical release, legal documentation, documentation of family/friend death, police reports, etc.
- Submit a Degree Audit (available on line at www.spscc.edu/degreeaudit)
- A copy of your registration for the quarter that you are requesting financial aid (if enrolled)
- An Educational Plan created by your advisor or an educational planner, signed by you.
 - o Please note that Education Plans requested from Enrollment Services may take up to 2 weeks

To re-appeal, you must:

(This process is for only for students who have appealed previously and their appeal was denied.)

- Successfully completed credits on own and met any other terms required from your prior appeal.
- Submit a signed statement requesting your appeal to be re-reviewed based on your successful quarter. You may include any information that your feel is pertinent.
- A copy of your updated transcript

DEADLINE TO APPEAL: FALL, 2011	9/12/2011
WINTER, 2012	12/22/2011
SPRING, 2012	3/30/2012
SUMMER, 2012	6/28/2012

How the Appeal Process Works

All appeals will be reviewed and students will be notified in writing of the result of their appeal. All results are final. Appeals that do not have proper documentation or are incomplete will be denied. If an appeal is denied, student may appeal again to regain eligibility after successfully completing one quarter using their own resources. The completion of a self-paid quarter, or filing out an appeal form does not guarantee reinstatement of eligibility for financial aid.

If you are enrolled in classes and have outstanding tuition, you are required to pay or sign up for the Payment Plan prior to the tuition due date established by the college. Your eligibility for financial aid will be dependent on the result of your appeal. You will be notified of in writing whether or not your appeal is approved. If your appeal is approved, your aid will be determined at that time and you will be notified in writing.

Approval of a student’s appeal does not waive any financial obligations. Appeals will not be approved if a student owes a repayment. If an appeal is approved, aid is always based on availability of funds.

I certify that all information provided and attached here is true and correct. I understand that providing false, misleading, or partial information to obtain additional financial aid could result if termination of all aid and could lead to repayment of funds and/or prosecution under U.S. criminal code

Student Signature_____ Date_____

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