

Financial Aid Suspension Request for Appeal

1718 APPEAL

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OFFICE OF FINANCIAL AID

- An appeal for reinstatement of financial aid will be granted only if you document extenuating circumstances **beyond the student's control** that prevented you from meeting the Satisfactory Academic Progress (SAP) Standards. To meet those standards, you must maintain a minimum 2.0 cumulative GPA and successfully complete at least two-thirds (66.66%) of all credit hours attempted, and complete your academic program within a maximum time frame of one and one-half times the length of your program of study. Please review the SAP Policy on the SRTC website or in the Student Catalog for more information.
- Extenuating circumstances include, but are not limited to death of a family member, injury or illness of student or immediate family member, or other circumstances outside the control of the student

Student Name _____

Student ID# or SSN _____

Mailing Address _____

Daytime Phone # _____

City _____

State _____

Zip Code _____

Additional Phone # _____

Desired Program of Study _____

Projected Term to Attend _____

To appeal, you must submit the following:

- A typed and signed statement describing the reasons and circumstances that caused you to fail to meet SAP. Your statement **MUST** explain why you failed to make SAP **AND** what has changed in your situation that will allow you to make SAP within the next term of enrollment.
- Attach documentation to support your appeal. Acceptable documentation may include, but is not limited to the following:
 - ◆ Medical records, birth or death certificates, obituaries, letters on official letterhead from third party sources not related to you with signatures (doctor, lawyer, etc.), or other documentation you feel supports your extenuating circumstances.
 - ◆ Appeals submitted without documentation will NOT be considered.

This appeal form, your signed statement and documentation must be submitted to the Financial Aid Office by the deadline listed in your Suspension Notice. Notification will be sent to your student e-mail after the Appeals Committee has met. You should be prepared to self-pay your tuition and fees by the payment deadline for the upcoming term.

Appeals submitted without documentation or student signature or with incomplete information will NOT be considered.

Appeals submitted after the published deadline may not be considered prior to the term of attendance. You are responsible for all tuition and fees incurred. If your appeal is approved, you must have a current financial aid application on file and have completed all requirements in order to receive any financial aid.

I understand that the Financial Aid Appeals Committee will not accept an appeal for Satisfactory Academic Progress (SAP) that is incomplete and/or lacks sufficient documentation. I will be notified after the committee has made a decision regarding my appeal. My signature below certifies that all information on this form and any attachments are complete and accurate. It also authorizes the Financial Aid Office to verify any information or documentation submitted.

Student Signature _____

Date _____

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