

## SUSPENSION APPEAL FORM

Please print clearly

T Number \_\_\_\_\_

Student's Last Name \_\_\_\_\_

Student's First Name \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Students may use this form to request a review of their termination of financial aid. Students must return this appeal form and other required documentation to the Financial Aid and Scholarship Office by the appeal deadlines. You will be notified, in writing, after the Appeals Committee reviews your appeal.

### Appeal Deadlines

	2011-2012 Award Year		
	Fall 2011	Spring 2012	Summer 2012
Priority Deadline for Submission	7/1/2011	1/9/2011	5/18/2012
Last Day to Submit Appeal	9/30/2011	2/13/2012	6/11/2012

Appeals submitted before the priority deadline will be reviewed prior to payment deadline to allow students to make payment arrangements if not approved. Appeals submitted after the last day to submit an appeal will be reviewed for future terms.

### GPA and/or Percentage Completion Requirement:

You may request a review of Financial Aid Suspension based on the following circumstances. Some situations may require that you submit additional information. To be approved for more than one semester you must fill out an Academic Success Plan. We will notify you if additional information is needed.

#### • Extenuating Medical Circumstances

Extenuating medical circumstances that prevented the student's ability to meet the GPA or enrollment requirement of Satisfactory Academic Progress or prevented the student from attending classes to make up the deficiency.

- Attach a detailed letter of explanation.
- Attach a signed letter from a healthcare professional to support your letter.

#### • Extenuating Personal Circumstances

Extenuating personal circumstances may include personal crisis issues, family crisis situations or the death of a relative or close friend.

- Attach a detailed letter of explanation and supporting documentation.

### STUDENT CERTIFICATION STATEMENT – GPA AND PERCENTAGE HOURS EARNED

- I have attached a letter of explanation that addresses the circumstances that prevented me from maintaining Satisfactory Academic Progress.
- My letter explains what will be different about the upcoming semester(s) and how I will be able to meet the standards of Satisfactory Academic Progress.
- During peak seasons, there may be a four week processing time for the request.
- I understand that I will be notified by mail of the final decision.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**T Number**

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**Student's Last Name**

\_\_\_\_\_

**Student's First Name**

### Maximum Attempted Hours Requirement:

Use this section to request a review of your suspension of financial aid based on any of the following. Some situations may require that you submit additional information. We will notify you if additional information is needed.

- **I am a graduate student in the \_\_\_\_\_ program and my course of study has been prolonged.**
  - Attach a detailed letter of explanation.
  - Academic Advisor Statement must be completed.
- **I am an undergraduate student and have changed majors from \_\_\_\_\_ to \_\_\_\_\_.**
  - Attach a detailed letter of explanation.
  - Academic Advisor Statement must be completed.
- **I am an undergraduate student and some of my transfer credit hours do not count toward my degree.**
  - Attach a detailed letter of explanation.
  - Academic Advisor Statement must be completed.
- **Other academic/personal situation(s).**
  - Attach a letter of explanation.
  - Academic Advisor Statement must be completed.
- **To be approved for more than one semester you must submit an [Academic Success Plan](#).**

### STUDENT CERTIFICATION STATEMENT – MAXIMUM ATTEMPTED HOURS

- I have attached a letter of explanation that addresses the circumstances that prevented me from maintaining Satisfactory Academic Progress.
- My letter explains what will be different about the upcoming semester(s) and how I will be able to meet the standards of Satisfactory Academic Progress.
- During peak seasons, there may be a four week processing time for the request.
- I understand that I will be notified by mail of the final decision.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_