



# Financial Aid Appeal Form

## INCOMPLETE APPEAL PACKAGES WILL NOT BE ACCEPTED.

Students who believe there were exceptional circumstances preventing them from making progress must complete this form and attach all requested documentation (see the reverse side of this form for details).

**Note: Students awaiting an appeal decision will need to arrange payment for any classes in which they are enrolled.**

*Please print or type.*

Name: \_\_\_\_\_ ID#: A \_\_\_\_\_  
*Last name, First name Middle initial*

Address: \_\_\_\_\_  
*Street/PO Box*

\_\_\_\_\_ Telephone #: \_\_\_\_\_  
*City, State Zip*

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

**Reason for suspension** (check all that apply). Refer to your suspension letter or contact the Financial Aid Office if you are unsure why you are suspended from financial aid.

<input type="checkbox"/> <b>GPA</b>  Students must maintain a cumulative grade point average of at least 2.0 (a C average). Grade point values are A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0. In the case of a repeat course, both grades will appear on the transcript but only the last grade earned will be calculated in the cumulative GPA.	<input type="checkbox"/> <b>Completion Rate</b>  Students must complete a minimum of 67 percent of all course work (registered credit hours) attempted at SFCC. Any course with a grade of withdraw (W), fail (F), incomplete (I), not reported (NR) and audit (AU) is not considered completed course work. Repeated courses are included in the calculation.	<input type="checkbox"/> <b>Maximum Time Frame</b>  Students must complete their program within 150 percent of the credit hours required by the program. Students who have reached the maximum allowable time will be suspended from receiving financial aid. Preparatory hours are excluded from this calculation. The MTF calculation includes all attempted hours such as: transfer hours accepted by SFCC, hours taken under a previous major, and hours for which a student did not receive financial aid.
--	--	---

Only one term may be appealed at a time. Please indicate the term and year you are appealing to receive aid.

Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  
*Year Year Year*

**(Continue on back)**



What unusual circumstances prevented you from making academic progress?

Medical  Financial  Personal  Academic  Other \_\_\_\_\_

**The following documents must be submitted along with this form:**

*Carefully follow the instructions below. Check boxes have been provided to help you confirm that each step is complete.*

**Current Unofficial Transcript**

**You are enrolled for the semester that you are requesting reinstatement of aid**

**Personal Statement**

The personal statement is a typed letter providing a detailed explanation of:

- The exceptional circumstances that have prevented you from making satisfactory academic progress (or why you have not completed the chosen program within the allotted time frame if you are on MTF suspension.)
- Detailed information on what has changed **AND** what measures you have taken to ensure progress in the future.
- Your educational goals.
- If your transcript indicates difficulty for more than one semester, the petition must address the circumstances pertaining to each of these terms, and should also explain how they have been resolved.

**Supporting Documentation**

You must provide documentation in support of your appeal. Appropriate documentation might include:

- A physician's statement, death notice, job exit papers, legal documents, etc.
- Any letter of support written by third parties **DIRECTLY** related to the situation and should include a name, address, phone number, and relationship to student.
- Any other relevant documentation that provides confirmation of the circumstances mentioned in the personal statement.

**ADDITIONAL REQUIREMENT FOR MAXIMUM TIMEFRAME SUSPENSION**

**Official Degree Summary**

An official degree summary, signed by the Academic Advisor from the department you are graduating from, is required if you are on **Maximum Timeframe Suspension (MTF)**. **NOTE: ENROLLMENT CENTER ADVISORS CANNOT COMPLETE YOUR DEGREE PLAN.**

I affirm that the above information and attached statement is true and correct to the best of my knowledge. I understand that all committee decisions regarding my appeal are final.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_