



APPEAL/PETITION FOR REINSTATEMENT OF FINANCIAL AID

Federal regulations state that a student who has experienced undue hardship due to (a) the death of a family member, (b) the personal injury or serious illness of a student, or (c) special circumstances as determined by the institution; may be considered for a reinstatement of aid.

PART 1 – TO BE COMPLETED BY STUDENT

Name \_\_\_\_\_ Major \_\_\_\_\_

Student ID # \_\_\_\_\_ Phone Number \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

I request the reinstatement of financial aid beginning: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

WHAT CAUSED YOU TO BE UNSUCCESSFUL IN YOUR CLASSES? INDICATE UNUSUAL CIRCUMSTANCE/S; MUST INCLUDE DOCUMENTATION (Example: obituary, doctor’s note, etc.) Use reverse side or attach a separate sheet to explain your situation.

WHAT WILL YOU DO TO MAKE YOURSELF SUCCESSFUL? WHAT HAS CHANGED? YOU MAY NEED AN ACADEMIC IMPROVEMENT PLAN SIGNED BY ADVISOR.

The information provided herein is true and correct.

Student’s signature \_\_\_\_\_ Date \_\_\_\_\_

PART II – TO BE COMPLETED BY THE OFFICE OF FINANCIAL AID

[ ] Approved for trial period: Term \_\_\_\_\_

Conditions of your trial period:

\_\_\_\_\_ You must successfully meet cumulative standards at the end of the term (67% cumulative completion and 2.0 cumulative GPA) complete 67% of all credits attempted and meet the satisfactory academic progress GPA standard for financial aid upon completion of the term.

\_\_\_\_\_ You must pass \_\_\_\_\_ of your attempted credits with a minimum \_\_\_\_\_ GPA until the minimum requirements of the financial aid satisfactory academic progress policy are reached.\* See Academic Improvement Plan for details.

\_\_\_\_\_ Other conditions: \_\_\_\_\_

[ ] Disapproved:

\_\_\_\_\_ Extenuating circumstance did not rise to the level needed to support an approval of your suspension appeal.

\_\_\_\_\_ Documentation of extenuating circumstance was not provided or was insufficient.

\_\_\_\_\_ Your past academic history and plan for success does not support an approval of your suspension appeal.

\_\_\_\_\_ Conditions of a previously approved appeal were not met.

\_\_\_\_\_ Other: \_\_\_\_\_

FINANCIAL AID DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

VICE PRESIDENT/DEAN OF STUDENT SERVICES SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(2nd level appeals)

\*NOTE: A “W” on your transcript is considered an attempted but not completed course. Therefore, you must not receive a “W” in a term you are required to complete \_\_\_\_\_ of attempted credits.