Use this form if your eligibility to receive financial aid for the 2013-14 or 2014-15 academic year has been suspended. You have an opportunity to appeal this decision. Carefully read and follow the instructions below.

1. Type and sign a detailed letter of appeal. This letter should include and describe the following points:
   a. Extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress (SAP) standards. Examples of extenuating circumstances include, but are not limited to:
      i. Death or serious illness or injury to an immediate family member
      ii. Extended hospitalization or medical condition of student
      iii. Victimization of a violent crime or natural disaster
      iv. Work related difficulties
      v. Other documented situations
   Lack of transportation to school or poor performance in class are NOT considered extenuating circumstances. Change of major or pursuit of a double major are also not considered as extenuating circumstances. Appeal should not be based upon your need for financial assistance.
   b. Plan of action to resolve the cause for the circumstance or unit-deficiency and explain how it will not cause problems in the future.

2. Provide copies of supporting documentation such as doctors’ letters/bills, death certificate, obituary, or police reports. Failure to provide adequate documentation will result in your appeal being denied.

AFTER SUBMITTING YOUR APPEAL

Appeals must be submitted by the 4th day of the beginning semester you plan to attend. Appeals are reviewed at the end of each semester after grades are posted. Your appeal will be reviewed within 2 weeks of your submission date. The review of your appeal may take longer during peak periods. You can track the process of your appeal on SSB for Students, under Requirements. In-person appointments will not be granted unless requested by the Office of Student Financial Aid and Scholarships. Appeals submitted after the deadline will be considered for the next semester.

During the review, some of the factors that will be considered are:
   1. Validity of the reasons for failing to meet the standards.
   2. Resolution of the problems leading up to your failure to meet the standards.
   3. Prior academic history (credits earned vs. credits attempted, GPA, number of repeats, etc.).
   4. Number of previous suspensions and reinstatements.
   5. Your demonstrated motivation to succeed and likelihood of future success.
   6. Quality and thoroughness of appeal and supporting documentation.

If your appeal is denied, you may submit a secondary appeal to the Office of Student Financial Aid and Scholarships if you are providing new information that was not considered in your original appeal.

Do not rely on the success of your appeal for tuition payment. Financial Aid suspension will only prevent disbursements to your SSB account and does not affect any other services on campus.

If your appeal is approved, reinstatement does not guarantee an award. We will award you with the funds we currently have available. You are not guaranteed replacement of any previously awarded funds. You will be placed on Financial Aid Probation with conditions that may be required to gain aid eligibility.

The Office of Student Financial Aid and Scholarships will not make copies of original documents. Please bring your own copies to submit.
Appeal of Financial Aid Suspension

Student’s Name: ___________________________ Student ID: 9

Last                                              First

Email Address: ___________________________ @STUDENTS.ECSU.EDU

Best Contact Number: ___________________________

1. Semester for which you are submitting the appeal for (dates to file):
   - ☐ Summer 2014 (April 16 – May 31)
   - ☐ Fall 2014 (June 17 – Aug. 23)
   - ☐ Spring 2015 (Nov. 25 – Jan. 17)

2. Please indicate the extenuating circumstances that have contributed to your inability to maintain SAP by checking any category that applies to you. You also must follow the instructions for each checked category.
   - ☐ Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time. Attach a statement from the physician on letterhead explaining the nature and dates of the illness or injury and a release to return to classes.
   - ☐ Death of an immediate family member. Attach a photocopy of the death certificate or obituary and include the name of the deceased and relationship to you.
   - ☐ Significant trauma in student’s life that impaired the student’s emotional and/or physical health. Provide a detailed explanation regarding the specific circumstances of your condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) also must be attached.
   - ☐ Victim of a crime. Attached copy of police reports of incident.
   - ☐ Work-related difficulties. Attached statement from employer explaining the student’s specific work related difficulties, timeframe of the difficulties and how the situation has changed to such an extent that it should not significantly impair future academic performance.
   - ☐ Other unexpected documented circumstances beyond the control of the student. Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation also must be provided. If appealing for maximum eligible timeframe, you must provide a letter on letterhead from your advisors that contains your remaining classes (including the number of credit hours and your expected graduation date).

By signing this form, I certify that I read both pages of this form and that the information provided and all supporting documentation is true and accurate. Falsified documentation will result in an immediate denial of your appeal. Future appeals may also be denied as well.

______________________________  __________________________
Student Signature                              Date

For Office Use Only

Sent to the committee: __________

Judge 1  ☐ Approve  ☐ Denied

Judge 2  ☐ Approve  ☐ Denied

Judge 3  ☐ Approve  ☐ Denied

Reason for SAP: ☐ Completion Rate  ☐ Cumulative GPA  ☐ Max Hours

Final Score:

☐ Approve  ☐ Denied

Additional Requirements:

☐ Tutorial Services  ☐ 2.0 Cumulative GPA  ☐ 67% Cumulative Completion  ☐ Semester of Probation _______

☐ Academic Plan  ☐ Community Service

______________________________  __________________________
Director of Financial Aid                              Date

Rev 3/25/14