



Standards of Academic Progress Financial Aid Withdrawn Appeal

Instructions:

•	blue or black ink, provide req tion number on all documents		ation, and sign and date	this form. Please include p	orinted name	
	tion number on all documents	provided.				
Student's Last Name						
Student's First Name			Franklin Student ID	Date of Birth (mmddy	<i>(</i>)	
1. You must attach a letter explaining in detail the nature of your difficulty.						
	son such as death, serious inju	-	-	ie Frame (MTF).		
	your difficulty has been resol	•			ccess.	
•	ppriate third-party document		,	,		
	stances that can be document		dered for appeal.			
•	to the Standards of Academic		7.7	le third-party documentati	on.	
	ling for MTF, you must include	•	. •	• •		
	ted to a degree audit to the Fi	_	·	•		
	complete your degree.			6 ,		
4. Check the applicable circumstance below and provide the required documentation.						
	rsonal illness/injury		or catastrophic circumst	ance		
☐ MTF	,,,		a close relative			
Serious illn	ess/injury for a person for wh					
during the appeal proc for which the appeal is Certification: I certify t	warded for terms during which yess are the responsibility of the stapproved, no funds are retroaction that all information and document that purposely providing false	udent. Student wely applied tation submitted por tation submitted por misleading info	whose appeals are approved pertaining to this SAP appear prmation on this form may re sal from the University. If a	regain eligibility no sooner the list true and correct to the bestesult in a reduction or repayments additionable addition	st of my	
fines, imprisonment, a	nentation provided with this form		klin University to verify any	third party documentation w	onal proof of	
fines, imprisonment, and the information/docum			klin University to verify any Dat		onal proof of	
fines, imprisonment, at the information/docum submitted. Student Signature: If you have any ques	cions concerning this process, are a CCA student, the toll fre	. I authorize Fran	Dat	re:	onal proof of hich I have	
fines, imprisonment, at the information/docum submitted. Student Signature: If you have any ques 877.341.6300. If you Below is for office use	cions concerning this process, are a CCA student, the toll fre	. I authorize Fran	Dat	re:	onal proof of hich I have	

2012-2013 FAC SAP



Standards of Academic Progress Financial Aid Appeal Information

If you have had extenuating circumstances that affected your ability to successfully meet the Financial Aid Standards of Academic Progress, you may appeal your withdrawn status. In general, extenuating circumstances were unknown as of the beginning of the trimester AND were not predictable.

Financial Aid Process for Reviewing an Appeal is as Follows:

- 1. Your statement, documentation and completed appeal form will be reviewed, along with past academic history. A decision will be made within 10 business days. If any part of this process is incomplete or documentation is not sufficient, the appeal will be denied.
- 2. If your appeal is approved, you will receive a letter outlining the requirements to maintain financial aid eligibility. You will be assigned a probationary SAP status and your academic progress will be monitored for one trimester; or, at the discretion of the Financial Aid office, you can be put on an Academic Plan in which you will be required to maintain a conditional status for three consecutive trimesters.
- 3. If your appeal is denied you will receive a letter of explanation. All decisions made by the appeal committee are final.
- 4. As part of the appeal process, a Study Skills Evaluation may be required. The Financial Aid office will contact you in regard to further instructions on how to complete this requirement. Failure to complete the evaluation (when requested) will result in automatic denial of your appeal.

Examples of Acceptable Third-Party Documentation:

Serious personal illness/injury for yourself or a person for whom you are the caregiver – provide a letter from your physician/psychologist that verifies the nature of the illness/injury, date of treatment sought and confirmation of medical release to return to classes. In the case of an illness/injury for a person whom you are a caregiver you must indicate the date that you will be able to return to class without having to assist in the recovery of your relative.

Unusual or catastrophic circumstance – submit documentation from a third party professional which can support your claim of circumstances that were beyond your control. Examples could include, but are not limited to:

- Police report
- **Employer documentation**
- Divorce decree or other legal records

Death of a close relative – include an obituary, death certificate, or funeral announcement that includes your name. If your name does not appear as a relative on the announcement, you must document your relationship with the deceased.

Maximum Time Frame (MTF) - you must include a letter stating that your Academic Advisor has permission to submit information ime

related to a degree audit to the to complete your degree.	e Financial Aid office. Please include in you	r statement why it has taken more than the allotted ti
Your Checklist: ☐ Completed Appeal form	☐ Student letter of explanation	☐ Third-party supporting documentation
Return completed Appeal and	all documentation to:	

Franklin University Financial Aid 201 S. Grant Ave

Columbus, OH 43215

Fax: 614.255.9478 Email: finaid@franklin.edu

This page of the appeal is FOR YOUR INFOMRATION ONLY and should not be submitted to Financial Aid