



J. F. Drake State Technical College

Financial Aid Appeal Form

Please complete this form and submit with ALL required documentation to the Office of Financial Aid no later than two weeks before the first day of class. Appeals submitted after the deadline will not be considered for the upcoming semester. Requests submitted without a written explanation or requested documentation will not be considered.

_____	_____	_____	
Last Name	First Name	M.I.	
_____	_____		
Student Identification Number	Email Address		
_____	_____		
Address	City	State	Zip Code
_____	_____		
Home Telephone	Cell Phone		

Program of Study			

To be eligible for financial aid, Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – Cumulative GPA, Hours Earned and Maximum Time Limit. It is the **student's** responsibility to stay informed of the SAP standards and to monitor their own progress. In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such **mitigating circumstances** can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed appeal form along with all required documentation. The Financial Aid Appeals Committee will review the student's request and the student will receive a notification letter with the results of the appeal.

This form must be completed (front and back), signed, and submitted (with supporting documentation) to the Office of Financial Aid. Requests submitted without a written explanation or requested documentation will not be considered. The decision of the Financial Aid Appeals Committee is final.

Complete, sign, and date the back of this form. A written explanation regarding the mitigating circumstances should be as detailed as possible and should be attached to this form with all supporting documentation. Be sure to include all relevant information, (i.e., dates the circumstances occurred, the individual it affected and any other information needed to justify this appeal). Appeals not submitted by the deadline will not be considered for the upcoming semester.

Mitigating Circumstances (Situations considered mitigating circumstances beyond a person's control.) *Please check all that apply.*

- ☐ Serious illness or injury to student that required extended recovery time
 - ☐ Death or serious illness of an immediate family member
 - ☐ Loss of employment (layoff or reduced employment)
 - ☐ Significant trauma that impaired the student's emotional and/or physical health
 - ☐ Divorce (student or parent)
 - ☐ Marital separation (student or parent)
 - ☐ Loss of untaxed income or benefit(s)
 - ☐ Excessive medical/dental expenses
 - ☐ Excessive child care expenses
 - ☐ Other (please explain) _____
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DOCUMENTATION IS REQUIRED FOR EACH ITEM CHECKED ABOVE

A written statement describing the reasons and circumstances that resulted in lack of sufficient progress must be attached to this form. The written statement should be about the particular semester(s) for which the student did not maintain Satisfactory Academic Progress (SAP).

Examples of Required Documentation

- Statement from physician/medical facility that explains the particular situation
 - Copies of divorce or marital separation forms
 - Death certificate or obituary
 - Written notification from previous employer documenting loss of employment or from current employer documenting reduced employment
 - Written documentation of loss of untaxed income/benefits
 - Written documentation of medical/dental expenses from physician/medical facility
 - Written documentation of excessive child care expenses
 - Other documents (*Please explain*) _____
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Additional information may be requested by the Financial Aid Appeals Committee.

Notification of decision by the Financial Aid Appeals Committee will be mailed to the address listed on the front of this form.

Signature

Date