

FINANCIAL AID ACADEMIC PROGRESS APPEAL DOCUMENT

Financial Aid Academic Progress Standards are established to encourage students to successfully complete courses and progress satisfactorily toward program completion.

The Financial Aid Appeal Document is used by students to reestablish aid eligibility through the documentation of their individual extenuating circumstances.

The appeal process is established to encourage you to:

1. Develop an understanding of Financial Aid Academic Progress Standards.
2. Review your current academic status, financial situation, and clarify goals.
3. Develop a working relationship with your advisor(s) and other resource services and individuals important to the completion of your program objective.

The Appeal Document requires that you:

1. Review the Financial Aid Academic Progress Standards.
2. Indicate what circumstances prevented you from meeting the standards and submit **supporting documentation** from individuals with a direct awareness of the extenuating circumstances.
3. Indicate the steps planned to ensure future success.

Return the attached form and supporting documentation by **August 17, 2011** to be considered for **FALL 2011 (2011/2012)** term financial assistance.

If you do not plan to attend until **SPRING 2012, the deadline is January 4, 2012.**

If you do not plan to attend until **SUMMER 2012, the deadline is May 16, 2012.**

This form and supporting documentation (i.e., doctor's statement, legal documents or third party verification) must be submitted to:

Des Moines Area Community College
Financial Aid Office, Bldg. 1
2006 S. Ankeny Blvd
Ankeny, IA 50023

or Fax (515) 965-7124

Financial Aid Appeals must be received in the office at the Ankeny Campus by 4:00pm on the deadline date of the term you wish to appeal for. Late appeals will be reviewed the next term.

FINANCIAL AID APPEAL

Last Name First Name SS#/ID# Phone Number

Address City State Zip

Term you are appealing for (circle only one): Fall Spring Summer Aid Year _____

Campus Attending _____ Program _____

Please check off and attach requested documentation to this form:

1. Write below a detailed explanation of the **unusual or extenuating circumstances** that prevented you from meeting the minimum Financial Aid Academic Progress requirements. If you need additional space, attach an 8.5" x 11" sheet of paper.

2. Outline the positive steps you are taking to ensure future success in attaining your academic goals. If you are meeting with an academic advisor, tutor, or counselor, or attending study skills sessions on a regular basis, please indicate this.

3. Attach supporting documentation of your unusual or extenuating circumstances. The documentation should be from someone who has direct awareness of the extenuating circumstance. For example, if the appeal is due to illness, documentation should be from a physician; academic concerns should be documented by an academic advisor, counselor, or instructor.

All of the information provided in this appeal is true. **I understand that appeals without sufficient documentation will be automatically denied.** All extenuating circumstances and documentation must be dated to reflect the time periods the student went on Financial Aid Warning and Cancellation.

Student Signature _____ Date _____