

# Satisfactory Academic Progress Financial Aid Suspension Appeal Form

Student Name \_\_\_\_\_ Saint Paul College ID # \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Email Address (required) \_\_\_\_\_ Phone \_\_\_\_\_

Most recent Semester/Term of attendance \_\_\_\_\_ Semester/Term appealing to receive aid \_\_\_\_\_

Check the suspension hold(s) below you want to appeal and follow the instructions under each suspension

☐ **Financial Aid Suspension Due to GPA and/or Percent Completion Rate**

1. Check type of appeal:

- ☐ **Suspension from Saint Paul College** – You have a cumulative completion percentage below 67% and/or a Grade Point Average (GPA) below 2.0 after two semesters of enrollment. You also could have received all F, FN, or FW grades during your first semester of enrollment.
- ☐ **Suspension from previous college** – You are currently on Financial Aid Suspension at another Minnesota State Colleges and Universities (MnSCU) school.

2. Complete Financial Awareness on the web at [www.studentloans.gov](http://www.studentloans.gov). You will use your Federal PIN to log-in to the website. Select "Complete Counseling" and start "Financial Awareness Counseling". **Print out the certificate of completion at the end of the counseling and submit it along with this appeal.**
3. **Provide a written explanation** as to why your appeal should be approved. Please explain the circumstances of your suspension, how you plan on being successful, and when you anticipate graduating from Saint Paul College.
4. **Submit this appeal form to the Financial Aid Office**, along with the Financial Awareness completion certificate, letter of explanation, and any other supporting documents you feel will help with your appeal.

☐ **Financial Aid Suspension Due to Exceeding Maximum Time Frame**

1. We are required to compare your attempted credits at Saint Paul College and transfer credits with the number of credits in your registered program. When this value hits 150%, we are required to place you on Financial Aid Suspension.
2. **Provide a written explanation** as to why your appeal should be approved. Explain the circumstances that prevented you from completing your program within the 150% time-frame limit including, but not limited to, a change of major, previous enrollment in ESL or college readiness classes, completion of previous program, transfer credits, and excessive withdrawals. You must also state your anticipated graduation date from Saint Paul College.
3. **Submit this appeal form to the Financial Aid Office** along with your letter of explanation and any other supporting documents you feel will help with your appeal.

You will be notified if any additional documentation is needed. The results of your appeal will be sent via email to the email address provided, within three weeks of submission. Once submitted, this appeal form and supporting documentation become property of the College.

By signing below I certify that I completed this appeal and that the information contained in this appeal is true to the best of my knowledge.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**College Use Only:**

☐ Approved ☐ Denied Comments: \_\_\_\_\_

Signature of College Official \_\_\_\_\_ Date \_\_\_\_\_

 **SAINT PAUL COLLEGE**  
A Community & Technical College  
Financial Aid Office  
235 Marshall Avenue  
Saint Paul, MN 55102

This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Director of Disability Services at 651.846.1547 or [caidin.riley@saintpaul.edu](mailto:caidin.riley@saintpaul.edu). For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

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11/15/13