



2014-2015 Financial Aid Office Satisfactory Academic Progress (SAP) Financial Aid Suspension Appeal

How to appeal for reinstatement of financial aid:

An appeal process is available to any student who has been determined ineligible for continued aid if extenuating circumstances prevented them from maintaining Satisfactory Academic Progress. Students must initiate a typed petition, including appropriate documentation, stating the circumstances which brought about the ineligibility with the Financial Aid Office. **All documents must be typed in English and signed.** Any student anticipating the necessity of making an appeal should be prepared to pay his or her own registration fees in the event the appeal is not approved or is approved after the payment deadline.

Decisions are final.

The mitigating circumstances below are examples of circumstances that may be considered. The condition or situation must have occurred during the period of enrollment immediately prior to the Financial Aid Suspension and must have been resolved to allow the student the ability to complete course work successfully or the request will not be granted.

- **Personal illness, injury or accident**
Requires a doctor's typed statement, hospital records, accident/police report
- **Serious illness or death within immediate family**
Requires a death certificate/obituary notice or doctor's typed statement
- **Transportation problems**
Requires a mechanics bill and verification that public transportation is not available in your area
- **Divorce or separation**
Requires divorce/separation documents or letter from attorney
- **Administrative error**
Requires documentation from the involved administrative office explaining the nature of the error.

IF REINSTATEMENT IS DENIED

Student may submit missing supporting documentation to the Financial Aid Office at the Valle Verde campus by appointment only for consideration to re-evaluate. Financial Aid Supervisor will determine whether documentation supports extenuating circumstance. If documentation does not support circumstance FA supervisor decision is final and cannot be re-evaluated by Appeal Committee. If documentation does support circumstance then Appeal Committee will re-evaluate. **The decision rendered by the Appeal Committee will be final.**

****Students going through a Financial Aid Suspension Appeal must complete a Financial Literacy module. For website and registration, see steps on section C.1.****

Return, mail, or fax this completed form and required attachments to any EPCC Financial Aid Office.

2014-2015
Financial Aid Suspension Appeal Dates

Due Date to Submit FS Appeal	Results E-Mailed (By end of business day)
June 23, 2014	June 27, 2014
July 14, 2014	July 21, 2014
August 8, 2014	August 15, 2014
September 15, 2014	September 19, 2014
October 13, 2014	October 17, 2014
November 10, 2014	November 14, 2014
December 8, 2014	December 12, 2014
January 12, 2015	January 16, 2015
February 2, 2015	February 6, 2015
March 2, 2015	March 6, 2015
April 13, 2015	April 17, 2015
April 27, 2015	May 01, 2015
June 8, 2015	June 12, 2015



**2014-2015
Financial Aid Office
Satisfactory Academic Progress
Financial Aid Suspension Appeal**

Financial Aid Office Use Only	
_____	RSIAREV (Do not accept if prior debt.)
_____	Suspension verified in ROASTAT, SHATERM and RZISAPP (Do not accept if AS and calc GPA is < 1.50)
_____	Academic History (ADV DOC)
_____	Student statement (Typed in English and Signed)
_____	Supporting documentation (Typed in English and Signed)
_____	Financial Literacy Certificate of Completion
Date received: _____	FAO: _____

Student Name _____ Student ID Number _____
Last First

Mailing Address _____
Number Street City State Zip Code

EPCC Smart Start Network E-mail Address _____ Telephone Number _____

A. In order to be considered for an appeal you must:

1. Demonstrate an unusual/extenuating circumstance affected your academic performance while enrolled at EPCC.
2. Provide supporting documentation of the circumstance or your appeal will automatically be denied.
3. Explain how the circumstance has been resolved or no longer exists.
4. Not have any outstanding debt owed to the college.
5. Not be in Academic Suspension with a calculated GPA below 1.50.

B. Students **may not request reinstatement for a semester that has already ended. In which semester do you plan to enroll?** Fall 2014 _____ Spring 2015 _____ Summer 2015 _____

C. Required attachments:

1. Register and submit 2 certificates of completion of a Financial Literacy module at www.TG.org/LC. Complete 2 of the following modules, print the certificates of completion and submit as attachment.
 - * Spending Plans and Spending Plans Quiz
 - * Setting Goals and Setting Goals Quiz
 - * Managing Credit and Managing Credit Quiz
 - * Investing in Undergraduate Education and Investing in Undergraduate Education Quiz
2. Two typed statements of the circumstances that affected your ability to meet the Satisfactory Academic Progress (SAP) standards and how circumstance has been resolved or no longer exists.
3. Supporting documentation relevant to the explanation. (Examples: doctor or hospital statements, police reports, statements from a third party that knows the situation well.)

Committee Review:		
_____	_____ Approved	Comments _____
FAAC _____ date _____	_____ Denied	_____
_____	_____ Approved	Comments _____
FAAC _____ date _____	_____ Denied	_____
_____	_____ Approved	Comments _____
FAAC _____ date _____	_____ Denied	_____

FOR OFFICE USE ONLY		
_____	_____ Approved	Comments _____
FAO _____ date _____	_____ Denied	_____
Banner cleared _____	Date appeal results mailed/emailed _____	

Statement: What circumstances prevented you from meeting the Satisfactory Academic Progress standards for the semesters in question? Please limit your response to this page only. In addition to statement submit all relevant supporting documents. **(Must be typed in English and Signed)**

Sign and Date

Statement: How have you resolved the circumstances preventing you from meeting the Satisfactory Academic Progress standards for the semesters in question? Please limit your response to this page only. In addition to statement submit all relevant supporting documents. **(Must be typed in English and Signed)**

Sign and Date