



UNIVERSITY
of HAWAII®
MĀNOA

Deadlines

Fall: October 17, 2014
Spring: March 13, 2015

2014-2015 Satisfactory Academic Progress Appeal Form

Student Name: _____
(Last Name, First Name)

Student ID: _____

Phone Number: _____

E-mail Address (Hawaii.edu): _____

You are ineligible to receive financial aid for the 2014-2015 academic year. You may request to file an appeal for reinstatement of your financial aid. Please carefully read and follow the instructions listed below. Your application will not be accepted if all steps are not complete.

1. Appeal Deadline: Fall Semester October 17, 2014
Appeal Deadline: Spring Semester March 13, 2015
Forms received after this date will not be accepted.
2. **YOU ARE RESPONSIBLE FOR YOUR SCHOOL CHARGES.** Payments must be received by the deadline to ensure your registration. If your appeal is approved, and you are awarded financial aid, you will be reimbursed for your school cost.

3. **Documents Required**

A) **Extenuating Circumstances Appeal:**

You may request a reevaluation of your federal financial aid suspension based on extenuating circumstances such as:

- Serious personal illness or injury of student
- Death or illness of a family member
- Unexpected employment or work issues

B) **Provide supporting Documentation for your extenuating circumstances**

Provide supporting documentation of your extenuating circumstances on official letterhead. We cannot contact any medical staff agency or persons about your condition.

Please Note: Your appeal will be reviewed by the Financial Aid Service Committee

C) **Statement:**

- Explain your failure to maintain satisfactory academic progress
- What corrective action you have taken or will take to improve your performance

D) **Complete Life Skills Lessons (page 4)**

Submit confirmation page



UNIVERSITY of HAWAII MĀNOA

- 4. Maximum Credit Appeal: You may request a reevaluation of your federal financial aid eligibility based on unique circumstances that created the maximum credits situation.
5. You will receive a response in approximately 4-6 weeks. Please check your MyUH portal and your hawaii.edu email account.
6. Once you have submitted your Satisfactory Academic Progress Appeal Form, the Satisfactory Academic Progress Appeal form will be evaluated. If approved, we will send you an Academic Plan. Please review this plan with your Advisor and submit this form to the Financial Aid Services. The form must be signed by both you and your Advisor.
7. If this Academic Plan is not signed and submitted, you will not be eligible for financial aid.

Check List:

- Completed Satisfactory Academic Progress Appeal Form signed and dated by Student.
Detailed letter regarding situation
Attached supporting documentation
Copies made for your own records

- I have read and understand all requirements pertaining to this form.
I have completed and included all necessary documentation for review.
I certify that all information provided here is true and correct to the best of my knowledge.
I will provide other information if requested by Financial Aid Services.
Although I have submitted all documentation correctly, I understand that this appeal is subject to the evaluation process and does not guarantee approval.
If my appeal is not approved or I do not follow my Satisfactory Academic Plan, I will be responsible for my educational expenses.

Student's Signature: _____ Date: _____

1. Please explain your extenuating circumstances that affected your academic performance. (Please provide official documentation)

Blank lines for student response

Life Skills University of Hawaii at Manoa – Satisfactory Academic Progress Appeals

Students submitting an appeal must complete **2 of the following** USA Funds Life Skills lessons:

#203 – How do I live on a budget while I am in school?

#204 – How do I manage my school life?

#205 – How do I manage my personal life while I am in school?

To complete the USA Funds Life Skills lessons, you must first create an online account. Go to www.lifeskills.org and select “Request a new account,” and fill out the required fields based on the information provided below:



Request Account

Please enter the following information to create an account.

Note: * Required Fields.

* Username:

In the Username alphanumeric characters including dot, hyphen, underscore and @ can be used (no spaces).

* Password:

* Confirm:

All passwords (except auto-generated passwords) must follow these rules:

- At least 8 characters in length, with a maximum of 64 characters
- At least 1 numbers
- At least 1 capital letters

* First Name: * Initial:

* Last Name:

* Email Address:

* Confirm Email Address:

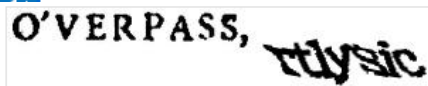
* School Assigned Student ID:

* School Code:

* Student Access Code:

* Word Verification: Type the characters you see in the picture below.

Reload



Tip: enter your school email address as your username.

Be sure to follow the password rules, and note that special characters are not allowed.

If you not have a middle name, enter “X”

Enter your “My UH” ID here

Enter these codes exactly as they appear here

If you have trouble deciphering the words displayed, click the word “Reload” to get a new set. You may reload as many times as needed.

Once you’ve created your account, click on “My Catalog” to see and launch the available lessons.

Once you’ve completed the lessons, be sure to do the survey below the name of each lesson.

To submit completion of the lessons with your appeal forms to the Financial Aid office at UH Manoa, go to “My Transcript,” in USA Funds Life Skills and print a copy of your transcript to submit with the appeal.

For assistance, use the “Contact Us” link or call USA Funds Customer Support, Monday through Friday, between 8 a.m. and 8 p.m. Eastern time at (800) 766-0084. After these hours, support is available at (866) 722-1470.