

2011 – 2012 Piedmont Technical College FINANCIAL AID APPEAL FORM

Please PRINT the following information CLEARLY and COMPLETELY:

Name	PTC ID#
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Phone # () _____ Cell Phone () _____ Email Address _____
(Note: All changes or corrections must be made through Student Records)

Major	Expected Graduation Date
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	SAP Appeals Due By:	SAP Appeals NOT Accepted After:
Fall 2011	August 12, 2011	August 30, 2011
Spring 2012	January 5, 2012	January 23, 2012
Summer 2012	May 16, 2012	May 25, 2012

Semester for which you are appealing for aid: Fall 2011 Spring 2012 Summer 2012

Reason for not meeting Satisfactory Academic Progress:

☐ GPA under 2.0 ☐ Less than 67% completion rate

ALL APPEALS MUST HAVE DOCUMENTATION. INCOMPLETE APPEALS WILL NOT BE CONSIDERED.

Reason for appeal (You may only appeal the same situation once):

- ☐ **Personal injury or illness** (must have occurred during semester(s) of academic difficulty)—Requires doctor's statement, hospital records, or accident/police report
- ☐ **Death or serious illness of an immediate family member** (parents, grandparents, children, spouse, sibling)—Requires doctor's statement, hospital records or a death certificate/obituary notice
- ☐ **Employment changes**—Requires documents to show loss of job or other changes in employment
- ☐ **Divorce or separation in the student's immediate family**—Requires divorce/separation documents or letter from attorney
- ☐ **Poor judgment or immaturity (limited to one appeal)**—Requires a copy of your unofficial transcript.

Explain in detail exactly what happened that caused you to withdraw from or fail your classes. Be date specific.

Both sides of form must be completed.

Failure to complete ALL sections of this form will result in appeal denial.

Academic Plan to Meet Standards of Satisfactory Academic Progress

Must respond to the following questions:	Always	Usually	Sometimes	Seldom	Never	N/A
1. Did you buy the assigned text books &/or other required learning materials?						
2. Did you refer to the course syllabi?						
3. Did you read or listen to the assigned materials before & after lecture?						
4. Did you attend class or check in online regularly?						
5. Did you complete all assignments on time?						
6. Did you participate in class discussions?						
7. Did you take notes in class and review your notes after taking them?						
8. Did you take all online courses?						
9. Did you contact your instructor when having problems in class?						
10. Did you contact your academic advisor to discuss academic progress?						

List 3 specific actions you will take to improve your academic progress:

1. _____
2. _____
3. _____

Student Certification:

- I understand submitting an appeal does not automatically guarantee approval and that appeals without supporting documentation will be denied.
- I understand that I am responsible for paying any tuition and fees that become due to Piedmont Technical College while my appeal is in progress. **Late appeals will not be reviewed until after peak service times.**
- I understand if my appeal is approved and I successfully complete all classes with a grade of C or better, I will not be required to complete another appeal in following semesters. Otherwise, I will remain on Financial Aid Suspension until the Standards of Satisfactory Academic Progress have been met.
- In addition, I understand my obligations and requirements, and that I am entering into a contract with the College to successfully complete the courses that I've enrolled in for the current and all future terms.

Student's Signature _____ Date _____

Results of your appeal will be emailed directly to your PTC Pathway email address. **Letters will not be mailed to your home address.** Please do not call the Financial Aid Office as results will NOT be given over the phone.

Both sides of form must be completed.