



# Loss of Financial Aid Appeal Form

APPEAL DECISION IS NEEDED FOR (You **must** choose the appropriate semester)

Fall 2022

Spring 2023

Summer 2023

Name \_\_\_\_\_ PRCC ID# \_\_\_\_\_

Federal law requires students receiving federal student aid to maintain Satisfactory Academic Progress (SAP). Satisfactory Academic Progress standards are different from the regulations governing academic probation and suspension. Please read the following carefully:

- Federal law requires that the student demonstrate mitigating circumstances. Mitigating circumstances are those that have an effect upon the student's academic performance, were substantially beyond the student's control, and whose occurrence would not likely be repeated.
- Students must be advised that submitting an appeal for reinstatement of financial aid and supporting documentation does not guarantee that an appeal will be granted by the Office of Financial Aid.
- Students who have used financial aid to complete their minimum payment for a subsequent enrollment period and who have had their appeals denied by the Office of Financial Aid will lose any financial aid awarded to them until they meet the criteria to have financial aid eligibility reinstated. These students must contact the Business Services Office to arrange payment for their continued enrollment in classes.
- An appeal and supporting documentation needs to be filed by the appeal processing priority deadline, which is 7 business days prior to the beginning of the semester. The priority deadline is established to ensure the Office of Financial Aid can process the appeal in time for the student to withdraw from classes without financial penalty if the appeal is denied.
- Financial aid appeals that do not include supporting documentation or appeals based on reasons other than those outlined in this document will be denied without further consideration.
- If this appeal is approved and your financial aid is reinstated, it will not be retroactive for any terms when these standards were not met. If approved, you must maintain satisfactory academic progress.

## Acknowledgement and Signature

I certify that I have read and understand the above information. I acknowledge that if my appeal is denied that I will be responsible for the semester balance remaining on my student account.

**Appeal requests must include:**

1. **Page 2 to identify the circumstance**
2. **Page 3 to fully explain your relevant circumstances with a signed statement, and**
3. **Documentation from the selected category, if applicable**

Signature \_\_\_\_\_

Date \_\_\_\_\_



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**Your appeal will automatically be denied if you do not provide a signed personal statement and relevant documentation.**

**Please check one item below and follow the instructions for that item:** *Examples of mitigating circumstances include an illness of the student; serious injury of the student; death of a student's relative; or other unusual situations, which are explained fully and can be fully documented.*

### **Death in the Immediate Family:**

Immediate family means parent, grandparent, spouse, sibling, or child. Attach a copy of the death certificate and complete the following information:

Name of deceased: \_\_\_\_\_

Relationship to you (documentation may be requested) : \_\_\_\_\_

### **Illness/Injury/Medical Condition:**

You (the student), your spouse, or your dependent children were injured or ill for an extended period of time. Attach medical documentation and complete the following information:

Nature of illness/injury/medical condition: \_\_\_\_\_

Dates of illness/injury/medical condition: \_\_\_\_\_

### **Exceeded Credit Hour Limit:**

Explanation of why the total number of credit hours attempted exceeds the credit hour limit, including prior degrees earned.

### **Recent PRCC Graduate/Prior Degree Earned from Another School:**

Explanation of why you are taking additional courses after graduating with a degree or certificate. If you are now enrolled in a different program, please specify which program in your personal statement.

### **Other:**

Appeals will be considered if a circumstance **beyond the control** of the student can be demonstrated. Complete documentation must be attached.

Nature of the unexpected circumstance: \_\_\_\_\_

Date of the unexpected circumstance: \_\_\_\_\_

### **Office Use Only:**

Approved	Denied
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Comments:

