



Financial Aid Appeal Procedures Information

Students may appeal their financial aid probation and termination status when they have **documented** extenuating circumstances such as personal injury or illness, death in the immediate family, or undue hardship.

Extenuating circumstances **do not** include the following:

- Applying for an additional degree or certificate without medical or hardship documentation.
- Changed your mind about current degree plan.
- Did not like the instructor; had conflicts with the instructor; did not like the course.
- Death of anyone other than immediate family.
- Illness of anyone other than you or your immediate family.
- You were young and unaware of the importance of an education.

DEADLINES: Complete appeals are due the first day of each month. If the 1st of the month falls on a non-working day, the deadline will be extended to the next business day.

MEETING TIME: The Committee meets every month (except December) and usually on the second or third Friday of the month.

Occasionally, the Committee may need to meet at a different date in order to meet quorum. Once the date/time is scheduled, a meeting notice will be displayed in the Student Financial Services Office and listed on the homepage of the college's website.

WHAT MUST BE SUBMITTED?

The following procedures must be followed for an appeal to be considered. Incomplete appeal packets will be returned without review by the committee or may be denied.

1. LETTER OF EXPLANATION

Submit a detailed letter explaining the extenuating circumstances for **the period(s)** in which the standards of satisfactory academic progress were not met. It is recommended that you use your academic transcript as a guide for reviewing each semester. The letter must include an explanation that describes the actions you have taken or will take to prevent future recurrence of the lack of satisfactory academic progress.

2. DOCUMENTATION

Documentation must be provided to substantiate each semester in which the standards of satisfactory academic progress were not met.

Note: When evaluating circumstances for appeal, the committee will carefully review the documentation provided by the student to determine relevancy to the appeal. Submit documentation that directly relates to your unsuccessfully completing each semester in question. The committee will also consider whether the extenuating circumstances continue to pose a problem to the student in completing their studies. You must explain how you have overcome past hardships that prevented you from being successful in your academic career.

3. DEGREE PLAN.

Submit a formal degree plan signed by both the student and the student's academic advisor.

This degree plan must indicate the student's Plan of Study, courses completed toward the degree, and courses remaining for graduation.

NOTIFICATION TO STUDENT:

A notice to the student's primary email account will be sent (within a week) once the Committee makes a decision. The committee's decision is FINAL and cannot be appealed.

ACADEMIC PLANS:

If approved, the student will be placed on an academic plan that must be adhered to by the student in order to maintain financial aid eligibility. Failure to adhere to the academic plan will cause the student to forfeit his/her financial aid eligibility. Students MUST Contact the Student Success Center to establish the academic plan!

At a minimum the academic plan will require the student to pass all remaining courses successfully (grade of "C" or higher) and not have any withdrawals from any course that remains on a student's registration record after the census date of each class.

DENIALS:

When a student's appeal is denied and additional information is available other than what was provided in the original appeal, the student may request in writing to meet with the committee to discuss the appeal.

This written request must be turned in to the Student Financial Services Office and will be forwarded to the committee. The student must ask for the next available date to meet with the committee. Students who fail to appear will forfeit their request to meet with the committee.

The committee's decision is FINAL and cannot be appealed.

IMPORTANT NOTICES

- Students are allowed to appeal their financial aid status **twice** during the entire period of enrollment at College of the Mainland. This includes degree plan changes.
- The committee's decision is FINAL and cannot be appealed.

FINANCIAL AID APPEAL REQUEST

Please print or type

Semester Appealing For: _____

Student's Name _____ ID # _____
Last Name First Name

Advisor I have worked with on this appeal: _____

I have read College of the Mainland's Satisfactory Academic Progress policy and appeal procedures information and I understand that I am not eligible for financial aid because: (check all that apply)

- _____ Cumulative GPA is below the required standard
- _____ Completion ratio is below 75% for courses attempted at COM
- _____ I have attempted more than 150% of semester hours required by degree or certificate
- _____ I did not meet the conditions or requirements of my academic plan

Please check the reason for appeal and explain circumstances for not meeting satisfactory academic progress requirements. Documentation **MUST** be provided. **Incomplete appeal requests will be returned without review by the committee.**

- _____ **Personal Illness, Injury or accident**
Requires a doctor's written statement, hospital records, accident/police reports
- _____ **Serious Illness or death within Immediate family** (Grandparents, Parents, Spouses, Siblings, Children)
Requires a death certificate/obituary notice or written statement from a doctor
- _____ **Undue hardship**
Undue hardship means losing a job, home destroyed, financial hardship due to divorce or any other documented circumstance which prevented you from successfully completing your coursework
- _____ **Administrative Error**
Requires a letter or verification from source of error

---If you need more space please attach a sheet---

Explain the circumstances and reasons that caused you not to meet satisfactory academic progress requirements.

Describe the actions you will take to prevent future recurrence of the lack of satisfactory academic progress.

As the student, I understand that submitting this appeal for reinstatement of financial aid does not guarantee that reinstatement will be granted. I also understand that I must make other payment arrangements to cover tuition, fees and other expenses.

Student's Signature

Date