



Financial Aid Satisfactory Academic Progress Appeal Form

Complete the following information and return to the Financial Aid Office, Room 2016 in the Crouch Center or **mail it to the address at the bottom of the last page.**

Name: _____ Student ID #: _____

Telephone #: _____ Email Address: _____

What academic degree program are you currently pursuing at Motlow? _____

For which semester are you appealing (eg. semester you wish to receive financial aid)? _____

Indicate the type of appeal: (check all that apply)

- Withdrew from all classes or did not earn any credits for the previous term enrolled
- Did not meet the required GPA standard (see policy at <http://www.msc.edu/financialaid/SAP.pdf>)
- Did not earn at least 67% of all cumulative credits attempted
- Already have a degree/certificate/diploma
- Have already attempted more than 90 credits or cannot complete current program before reaching 90 attempted credits

Note: If you have already attempted 56 or more credits and do not currently have an inclusive combined 2.0 GPA, you will not be able to file an appeal until you reach a 2.0 GPA.

Indicate the reason for appeal: (see the chart on the next page)

- Major Illness of Student
- Illness or death of immediate family member
- Extreme financial hardship of the student or student's immediate family
- Fulfillment of a religious commitment expected of members of the student's faith
- Military obligations of student or of immediate family member
- Earning a second Associate's degree
- Earning an Associate's degree after receiving a certificate or diploma
- Trying to complete the nursing program at Motlow
- Changed majors
- Other extraordinary circumstances beyond the student's control

Required Documentation:

Appeals will not be reviewed without verifiable documentation.

- Detailed letter explaining the request for an appeal
 - Include a detailed explanation of the reason for the appeal marked above
 - Include changes in the student's circumstances that will now enable the student to meet eligibility requirements
- Appropriate documentation (see the chart on the next page).
- A copy of the student's Motlow GPS printout detailing the student's current degree program, what the student has taken, grades earned, and classes left to be taken

Please read and initial the statements below:

_____ I verify that all information and documents I have provided are true and accurate.

_____ I have read the Financial Aid Satisfactory Academic Progress Standards at <http://mscc.edu/financialaid/SAP.pdf>.

_____ I understand that my appeal will be denied if I fail to provide all the required documentation listed above.

_____ I understand that my appeal will need to be submitted at least one week prior to the first day of classes of the semester for which I am appealing or prior to the fourteenth day of classes, which is the final deadline.

Student Signature: _____ Date: _____

Reason for Appeal	Appropriate Documentation Examples
Major illness of student	<ul style="list-style-type: none"> Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the student is still under medical care. This statement must be on appropriate letterhead.
Illness or death of immediate family member	<ul style="list-style-type: none"> Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the student is still under medical care. This statement must be on appropriate letterhead. Copy of obituary. Copy of an official death certificate.
Extreme financial hardship of the student or student's immediate family	<ul style="list-style-type: none"> A letter explaining, in detail, the nature of the extreme financial hardship and what action the student and/or family is taking to deal with the situation. Documentation of the current family income, outstanding medical expenses not covered by insurance, etc. Copies of court documents that will support the basis for appeal.
Fulfillment of a religious commitment expected of members of the student's faith	<ul style="list-style-type: none"> A letter indicating the name of the religion, how and when the student became a member of that religion, and the contact information of the local branch with which the student is affiliated. A letter from a cleric or officer of the local branch of the religion stating what type of religious commitment is required of the student, when the commitment must be fulfilled, the time frame for fulfilling that commitment, and who is expected to fulfill that commitment.
Military obligations of student or of immediate family member	<ul style="list-style-type: none"> Copy of activation letter for student/immediate family member who is activated.
Earning an Associate's degree after completing another degree/certificate/diploma	<ul style="list-style-type: none"> Copy of previously earned degree/certificate/diploma
Trying to complete the nursing program at Motlow	<ul style="list-style-type: none"> Copy of notice of acceptance into the program
Other extraordinary circumstances beyond the student's control	<ul style="list-style-type: none"> Documentation from a third party to support your letter of explanation