

NORTH GEORGIA COLLEGE & STATE UNIVERSITY FINANCIAL AID APPEAL FORM

PLEASE PRINT ALL INFORMATION:

NAME: _____ NGCSU ID# _____
Phone _____
Local: _____ Home: _____ Cell: _____
NGCSU email address: _____ @ student.ngcsu.edu

WHICH SEMESTER ARE YOU REQUESTING YOUR AID BE REINSTATED?

Please check one: Fall Spring Summer

WHICH SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT ARE YOU APPEALING?

Please check all that applies: 70% GPA Max Hours

Please check one of the following and continue with your appeal below.

- Death of a close relative affecting the student's academic record.
- Illness of the student or close family member having a direct effect upon the student's academic record.
- Special circumstances of a substantial nature or of a unique kind.

Please Note:

If there were extenuating circumstances, such as a death in your immediate family, a personal illness, or injury, or other circumstances beyond your control that affected your ability to meet the academic progress requirements, you can submit a written letter of appeal along with this form plus any supporting documentation such as an obituary, a doctor's excuse, medical bills, etc.

Remember you must:

- ⌚ **Submit this form along with a specific letter of explanation for your inability to meet NGCSU's Satisfactory Academic Progress (SAP) standards.**
- ⌚ **Provide supporting documentation, your appeal may be delayed or denied without it.**
- ⌚ **Specify what semesters the circumstances occurred.**
- ⌚ **Include a student success action plan which includes the actions you are going to take to succeed if appeal is approved.**
- ⌚ **If you are appealing due to max hours, you will need to submit a plan of study signed by your advisor or Department Head that will list the specific courses you will need, and what semester you will take them.**

After you appeal what happens:

The Financial Aid committee will decide on your appeal solely on the basis of written information and supporting documentation submitted. It is extremely important that your letter fully describe the extenuating circumstances that prevented you from making satisfactory academic progress as defined by the Financial Aid Satisfactory Academic Progress Standards. If your appeal or supporting documentation is submitted after the 12:00 p.m. (noon) deadline you will be responsible for paying your own fees before the fee payment deadline until a decision can be made.

It is the student's responsibility to check on the status of their appeal, if granted, you must sign and agree to the stipulations of the appeal before any aid will be credited to your account. You are responsible for making sure your fees are paid before the fee payment deadline each term.

Student's Signature _____ Date _____