



Office of Financial Aid
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Albany, Ga 31701
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Fax: 229-430-6180

**Appeal of Financial
Aid Suspension
2019-2020
School Year**

Use this form if your eligibility to receive financial aid for the 2019-20 academic year has been suspended. You have an opportunity to appeal this decision. **Carefully read and follow the instructions below.**

1. Write **and** sign a **detailed letter of appeal (typing is preferred)**. This letter should include and describe the following points:
 - a. **Extenuating circumstances** that prevented you from meeting the Satisfactory Academic Progress (SAP) standards. **NOTE:** Sometimes it only takes one bad term but most often it takes two (2) terms to put you on Financial Aid Suspension. Focus on semesters/quarters you failed and/or withdrew from classes. Examples of extenuating circumstances include, but are not limited to:
 - i. Death or serious illness or injury to an immediate family member
 - ii. Extended hospitalization or medical condition of student
 - iii. Victimization of a violent crime or natural disaster
 - iv. Work related difficulties
 - v. Other documented situationsLack of transportation to school or poor performance in class is NOT considered extenuating circumstances. A change of major is also not considered an extenuating circumstance. An appeal should not be based upon your need for financial assistance.
 - b. Plan of action to resolve the cause for the circumstance or unit-deficiency and explain how it will not cause problems in the future.
2. Provide copies of **supporting documentation** such as doctors' letters/bills, death certificate, obituary, police reports, etc. **Failure to provide adequate documentation will result in your appeal being denied.**

AFTER SUBMITTING YOUR APPEAL

If your appeal or payment isn't submitted before the payment deadline (see calendar) then your classes will be dropped for non-payment. Appeals are reviewed at the end of each semester after grades are posted. You can track the progress of your appeal on Banner Web for Students, under Requirements. In-person appointments will not be granted unless requested by the Office of Financial Aid. Appeals submitted after the deadline will be considered for the next semester.

During the review, some of the factors that will be considered are:

1. Validity of the reasons for failing to meet the standards.
2. Resolution of the problems leading up to your failure to meet the standards.
3. Prior academic history (credits earned vs. credits attempted, GPA, number of repeats, etc.).
4. Number of previous suspensions and reinstatements.
5. Your demonstrated motivation to succeed and likelihood of future success.
6. Quality and thoroughness of appeal and supporting documentation. **The dates on your documentation must align with the dates of the semester(s) you failed to pass your courses.**

If your appeal is denied, you may submit a secondary appeal to the Office of Financial Aid if you are providing new information that was not considered in your original appeal. This appeal will also need to be accepted by the payment deadline.

Do not rely on the success of your appeal for tuition payment. Financial aid suspension will only prevent disbursements to your Banner account and does not affect any other services on campus.

If your appeal is approved, reinstatement does not guarantee an award. We will award you with the funds we currently have available. You are not guaranteed replacement of any previously awarded funds. You will be placed on Financial Aid Probation with conditions that may be required to gain aid eligibility.

Appeal of Financial Aid Suspension

Student's Name: _____
Last First

Student ID: **900** _____

Email Address: _____ @ STUDENT.ALBANYTECH.EDU Phone: _____

1. Appeal submission ***deadline date*** for the semester for which you are submitting the appeal:
Full & B term: Fall 2019 (Aug. 14th) Spring 2020 (Jan 8th) Summer 2020 (May 7th)
C term: Fall 2019 (Sep. 30th) Spring 2020 (Feb. 19th) Summer 2020 (May 7th)
2. Please indicate the extenuating circumstances that contributed to your inability to maintain SAP by checking any category that applies to you. Documentation suggestions listed next to each item are items we recommend you get for your situation. You must also follow the instructions for each checked category.
 - Serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required extended recovery time.** Attach a statement from the physician on letterhead explaining the nature and dates of the illness or injury and a release to return to classes.
 - Death of an immediate family member.** Attach a photocopy of the death certificate or obituary and include the name of the deceased and their relationship to you.
 - Significant trauma in student's life that impaired the student's emotional and/or physical health.** Provide a detailed explanation regarding the specific circumstances of your condition. Include dates and what you have done to overcome this condition. Supporting documentation from a third party (physician, social worker, psychiatrist, police, etc.) must also be attached.
 - Victim of a crime.** Attach copy of police reports of incident.
 - Work-related difficulties.** Attach statement from employer (on company letterhead) explaining the student's specific work related difficulties, timeframe of the difficulties and how the situation has changed to such an extent that it should not significantly impair future academic performance.
 - Other unexpected documented circumstances beyond the control of the student.** Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation also must be provided. **If appealing for maximum eligible timeframe**, you must complete the SAP Maximum Time Frame Appeal and Agreement and provide any necessary supporting documentation.

By signing this form, I certify that I have read both pages of this form and that the information provided and all supporting documentation is true and accurate. I understand that falsified documentation will result in an immediate denial of my appeal and that future appeals may be denied as well.

Student Signature

Date

For Office Use Only

Sent to the committee: _____

Reason for SAP: Completion Rate Cumulative GPA

Judge 1 Approve Deny

Team:

Judge 2 Approve Deny

Final Score:

Judge 3 Approve Deny

Approve Deny

Financial Aid Representative

Date