

Financial Aid Ineligible for Aid Appeal

Name: _____ ACC Student ID#: S _____

College Assigned Student Email address: _____

Major/Field of Study: _____

For which semester are you trying to receive aid? _____

Have you submitted prior financial aid appeals? _____

Deadlines to submit appeals:* Spring - April 15 Fall – November 10 Summer – July 10

*If this date falls on a weekend, the deadline will be the following Monday. Any appeals received after the deadline will be processed for the next semester. **If approved, you will not receive aid for the current semester if you submit your appeal after the deadline.** Upon receipt of your appeal, a confirmation will be sent to your ACC student email address.

- The appeal process will be completed within 3 weeks after we receive your complete appeal. You will be notified of the outcome of the appeal by email.
- Approved appeals will be applied to a current or future semester only. This appeal may not impact the status of your current tuition bill, and you are required to be in compliance with any current tuition and fees while the appeal is being processed. Submission of this appeal does not hold you in your classes or waive any balance you may owe from prior semesters.
- If your initial appeal is denied, you may file a Secondary Review Board appeal. Financial Aid will provide instructions for the secondary review board appeal process. Secondary review appeal decisions are final.
- If you become ineligible for aid, you cannot receive aid until you are back in good standing or have an appeal approved, regardless of how long you may have been out of school since you first became ineligible.
- Incomplete appeals will not be accepted or reviewed.
- You may submit appeals by using the contact information below or in person to the Financial Aid Office, Room M2330.
- If the Appeal is denied, you accept responsibility for any financial obligations to the school.

Narrative Instructions (Required for ALL appeals):

1. Describe the specific circumstances that have caused you to become ineligible for aid. Be sure to explain all semesters in which you received an unsatisfactory grade (I, W or F). If you are appealing for exceeding the maximum credit hours, be sure to address all courses you have taken outside your major.
2. Outline the specific steps you are now taking to address the circumstance(s) listed and to improve your academic record. Be specific.

Additional required documents (Required for ALL appeals):

1. A copy of your **DegreeCheck** (click on the DegreeCheck icon on the myACC dashboard)
2. Contact Academic Advising and have them help you make a two-semester plan (if you have attempted fewer than 90 credits) or a graduation plan (if you have attempted over 90 credits). Plan must be signed by an advisor. Physical or email signatures are accepted and no appeal will be processed if the plan does not contain an advisor signature.

APPEAL REQUIREMENTS

Circumstances (Check all that apply and attach supporting evidence as described):

_____ **Recent medical condition, disability or accident (unanticipated medical condition, disability or accident that affected your academic performance).** Please attach supporting evidence. If your appeal is based upon your own mental or physical illness or injury or disability, we encourage you to make an appointment with the Dean of Students Office at 303.797.5730. You will be asked to submit specific documentation for review, which may include: the approximate date of onset of the mental or physical illness or injury or disability which impacted your ability to meet SAP requirements and the dates through which the condition continued. The documentation should include the general nature of the condition, and the date in which you will be able to resume your classes and maintain eligibility for financial aid. If it meets the conditions for appeal, you will be issued a **Medical or Disability Verification Form**. The verification form will include the dates of onset of the condition and the dates through which the condition continued, but will not include information related to the nature of the condition. You may include this verification form with your Ineligible for Aid appeal as supporting documentation. You may also choose to provide additional documentation from a medical care provider that can speak to your ability moving forward to succeed in the classroom.

_____ **Family emergency (death or serious illness, accident or injury to a family member or significant person in your life).** Please attach supporting evidence, such as: a death certificate or obituary notice; court records; a dated and signed letter from a third party, such as an attorney, teacher, counselor, social worker, etc. describing the situation.

_____ **Unanticipated military duty of yourself or your spouse or parent.** Please attach supporting evidence, such as: official military orders; other official document that clearly displays the date of call up.

_____ **Natural Disaster (fire, flood, or storm damage to your home).** Please attach supporting evidence, such as: an insurance or FEMA claim; other evidence as applicable.

_____ **Unanticipated employment changes (job loss during the term; involuntary relocation).** Please attach supporting evidence, such as: a letter of termination from the employer; an unemployment claim; a letter from a workforce or vocational rehabilitation program official.

_____ **Other personal issues not listed elsewhere.** Please attach appropriate supporting evidence.

_____ **Exceeded maximum credit hours allowed.** Provide a written explanation for the number of credit hours you have attempted at ACC in the narrative. Make sure to address every semester where I, W, or F grades were earned as well as any courses taken that were not required for your major.

AFFIRMATION AND SIGNATURE

By signing below and submitting this appeal, I certify that all information provided is a true and accurate representation of my situation. Misrepresentation of fact or documentation may be sufficient cause for automatic denial of this appeal and may be in violation of the Student Conduct Code. Further, I have read this form and understand its contents and agree to the terms. I acknowledge that the Appeals Committee is not under any obligation to approve this appeal and it will be judged on its merits based on the appeal narrative, supporting evidence, and my entire academic history (no matter how old).

Signature and Date