

Financial Aid Ineligible for Aid Appeal

STUDENT INFORMATION

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 - March 1 Fall - October 1 Summer - June 15

*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.**

APPEAL INFORMATION

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.
 - **Example: If you have a balance owed to the school for a prior semester, you are still held responsible for payment of the tuition and fees owed to the institution regardless of the outcome of this appeal.**
- **If your initial appeal is denied, you may file a Secondary Review Board appeal.** Financial Aid will provide detailed instructions for the secondary review board appeal process. Secondary review appeal decisions are final.
- If you are notified by the Financial Aid office that you are ineligible for aid, you remain ineligible and 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.
- Approved appeals cannot be used to award aid for previous semesters. Aid may be awarded for the current semester only if the appeal is approved before the submission deadline.
- If the Appeal is denied, you accept responsibility for any financial obligations to the school.

APPEAL REQUIREMENTS

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

_____ ***Recent medical condition or accident (unanticipated medical condition or accident that affected your academic performance).*** Please attach supporting evidence, such as: A completed Medical Documentation form; a dated letter from the attending physician containing the nature of your illness/injury, dates, severity and why you were not able to attend school; hospitalization records; other medical records specific to the cited incident.

_____ ***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.*** Please address in your narrative (see below).

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. **Two-semester academic plan** (if you have attempted less than 90 credits) **OR a graduation plan** (if you have attempted 90 credits or more) which is signed by an academic advisor

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 academic history.

Signature and Date