



J. F. Drake State Community & Technical College

Financial Aid Appeal Form

Please complete this form and submit with ALL required documentation to the Office of Financial Aid no later than the deadline specified for the semester. Appeals submitted after the deadline will not be considered for the upcoming semester. Requests submitted without a written explanation or requested documentation will not be considered.

Last Name		First Name		Middle Initial
Student Identification Number		Email Address		
Address	City	State	Zip Code	
Home Telephone Number		Cell Phone Number		

Reason for Request of Appeal (Please check all that apply):

- Cumulative GPA less than 2.0**
- Earned Hours less than .667 of Attempted Hours**
- Exceed Maximum Credit Hours** (Must have already graduated from a program of study. Required to attach a degree plan analyzed by the Advisor listing the courses needed to complete student's current program of study.)

To be eligible for financial aid, Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – Cumulative G.P.A., Hours Earned and Maximum Time Limit. It is the **student's** responsibility to stay informed of the SAP standards and to monitor their own progress. In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such **mitigating circumstances** can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed appeal form along with all required documentation. The Financial Aid Appeals Committee will review the student's request and the student will receive notification with the results of the appeal.

This form must be completed (front and back), signed, and submitted (with supporting documentation) to the Office of Financial Aid. Requests submitted without a written explanation or requested documentation will not be considered. The decision of the Financial Aid Appeals Committee is final.

Complete, sign, and date the back of this form. A written explanation regarding the mitigating circumstances should be as detailed as possible and should be attached to this form with all supporting documentation. Be sure to include all relevant information, (i.e., dates the circumstances occurred, the individual(s) it affected and any other information needed to justify this appeal). Appeals not submitted by the deadline will not be considered for the upcoming semester.

It is the official policy of J. F. Drake State Community & Technical College that no person shall be denied employment, excluded from partaking in, be denied the benefits of, or subjected to discrimination in any program activity, or employment on the basis of gender, race, color, marital status, disability, religion, national origin, age, or any other protected class as defined by federal and state law.

