

**UA Rich Mountain
FINANCIAL AID OFFICE**

SATISFACTORY PROGRESS APPEAL

Important: If the submitted appeal is not complete, it will not be reviewed by the Financial Aid Office and/or the Student Appeals Committee.

1. Appeals must be made in writing within 30 days of notification.
2. Appeal letters must include the student's SSN and current mailing address.
3. Student must explain the circumstances that caused him/her not to meet the academic progress policy.
4. Student must provide supporting documentation if claiming extenuating circumstances:
 - Transcript provided (must submit all college transcripts)
 - Medical documentation provided
 - Confirmation of death in immediate family provided
 - Other documentation provided: _____

Name _____ SS# _____

Address _____

City _____ State/Zip _____ Cell # _____

E-mail address _____ Home # _____

Appeal is for semester (mark one): Fall _____ Spring _____ Summer _____

What is your current degree or certificate objective? _____

What is your anticipated graduation date? _____

To comply with federal regulations, UA Rich Mountain is required to monitor whether a student is maintaining satisfactory progress in his or her course of study. Students who have been denied financial aid because they have not met the requirements of the Satisfactory Academic Progress Policy are given the opportunity to appeal for an exemption from the policy. In order to apply for an exemption, a student must document extenuating circumstances that existed and prevented him/her from meeting the requirements.

The student can submit an appeal if he/she has failed to meet Satisfactory Academic Progress requirements. By submitting this appeal, the student is requesting that his/her extenuating or unusual circumstances be considered in order to have financial aid reinstated.

The following steps will be followed in deciding the student's appeal:

The appeal will be evaluated by the Financial Aid Office. After the appeal has been reviewed, the student will be advised in writing the results of the appeal. If the appeal is approved, the financial aid office will reinstate the student's aid for the semester requested. If denied by the Financial Aid Office, the student may request a personal interview with the Student Appeals Committee by submitting the request to the Vice President of Student Affairs.

The decision of the Student Appeals Committee is final. The committee has the authority to approve or deny the appeal. This decision will be final.

I understand that if I do not provide the required documentation for this appeal my request will be denied.

Student Signature

Date

SATISFACTORY PROGRESS APPEAL

In the space provided below, describe the circumstances that should be considered for your appeal. (Remember that you must provide supporting documentation.)

Lined area for writing the appeal.

_____ Approved Financial Aid Office Use Only _____ Denied