



## FINANCIAL AID TERMINATION APPEAL FORM

All degree seeking students have the right to appeal when notified that they are ineligible to receive financial aid because they are not making satisfactory academic progress. The list below contains the circumstances that may be considered as grounds for an appeal.

**To file an appeal, you must submit your written appeal, complete this form and return them with the required documentation to the address at the bottom within two weeks of receiving your termination notification. The Appeal Committee will respond to your appeal within three weeks.**

Printed Name:

Phone Number:

Date:

Address:

SU ID:

### Part I: Reason for Appeal (Check One)

\_\_\_ Serious illness or injury of the student

- Attach a **statement from a physician** explaining the nature and dates of the illness
- If you have an ongoing medical problem, **provide a statement, from your physician**, regarding your current status and ability to attend school successfully

\_\_\_ Significant trauma in student's life that impaired the student's emotional health

- Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome this condition (requires letter from physician, psychiatrist, psychologist, licensed counselor)
- If you have an ongoing medical or psychiatric problem, **provide a statement from physician, psychiatrist, psychologist, licensed counselor**, regarding your current status and ability to attend school successfully

\_\_\_ Death of a member of the students' immediate family (parent/sibling) within the past year (**requires a death certificate**)

- If relationship cannot easily be determined, please provide additional information and documentation to show relationship to deceased

\_\_\_ Other extenuating circumstances

- Attach supporting documentation such as legal/court documents, police report, insurance claims, newspaper article etc.

**Please note: Working too many hours, being unaware of the policy, disciplinary academic suspension and dependency upon financial aid are not considered extenuating circumstances and should not be discussed in your appeal.**

### Part II: Student Statement

Provide a typewritten statement detailing the circumstances for your reason for appealing.

- What specifically happened that caused you not to maintain satisfactory progress?
- Provide date(s) the occurrence occurred.
- How did the above occurrence affect your academic performance?
- If your situation involves more than one semester, briefly explain why you continued to enroll without adjusting your course load/taking a break, etc.

### Part III: Clearly explain what steps you will take/have taken to ensure that satisfactory academic progress standards will be met in the future.

#### Note:

- \* Your appeal will be returned if you do not provide the requested documentation.
- \* You cannot eliminate a cumulative grade point average deficit by attending an institution other than SU.
- \* Our office cannot review your appeal if you are Academically Dismissed and/or are Non-Degree seeking.

OFFICE OF FINANCIAL AID

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