

Financial Aid Satisfactory Academic Progress Appeal Request

IMPORTANT INFORMATION and DEADLINES THAT AFFECT YOUR FINANCIAL AID

The Financial Aid Satisfactory Academic Progress Appeal Request form provides students that have lost their financial aid eligibility an opportunity to petition consideration for the reinstatement of their financial aid.

NOTE: Standards of Satisfactory Academic Progress (SAP) Policy require that SAP be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session. Please refer to the Standards of Satisfactory Academic Progress (SAP) for financial aid Eligibility for specific details.

To guarantee your Financial Aid Satisfactory Academic Progress Appeal and/or Maximum Timeframe form/s are reviewed prior to the beginning of the semester (processing timeframe is at least 30 business days) we recommend the form/s must be submitted by:

	Summer I –2012	Summer II -2012	Fall 2012	Spring 2013
Priority Deadline*	n/a	n/a	June 28, 2012	n/a
Priority Deadline* for students enrolled in SUMMER II-2012 only.	n/a	n/a	August 15, 2012	n/a
Submission Deadline**	June 5, 2012	July 10, 2012	September 21, 2012	February 15, 2013

***Priority Deadline:** *If your Satisfactory Academic Progress Appeal and/or Maximum Timeframe is submitted by the priority deadline we guarantee a decision will be made by the beginning of the semester. However, the financial aid processing timeframe may take a minimum of 30 business days after the appeal decision has been made.*

****Submission Deadline:** *Deadline to submit a Satisfactory Academic Progress Appeal and/or Maximum Timeframe for financial aid consideration for the current semester. Any forms submitted after the submission deadline will not be considered for current semester aid.*

INSTRUCTIONS:

- Submit the Financial Aid Satisfactory Academic Progress Appeal and/or Maximum Timeframe form/s prior to the due dates stated above. Approval of your Financial Aid Satisfactory Academic Progress Appeal Request is **not a guarantee**.
- Make payment arrangements to avoid class cancellations. Extension for tuition due dates are not available. During this process your tuition and fees are your responsibility because your financial aid is suspended. *Failure to make payment arrangements prior to your tuition due date will result in the cancellation of your classes and may also result in a debt. MCC offers a payment plan option. For more information regarding the payment plan please visit <http://www.mesacc.edu/students/cashiers/ecashier/>.*
- Complete the form in its entirety, including signatures.
- Submit all required paperwork with your appeal request form.
- If your financial aid was suspended for Maximum Time Frame you must also complete the Restricted Course List and submit the required MCC degree or certificate check sheet signed by an MCC academic advisor.
- If your financial aid is currently suspended for Maximum Timeframe and you submit the appeal request form we highly encourage you to enroll only in classes that are listed in the Restricted Course List of your appeal request form. The Financial Aid Appeal Committee may or may not approve all or some of the classes listed in the Restricted Course List. However, if you are enrolled in classes that are not approved by the Financial Aid Appeal Committee you will be responsible for the tuition and fees.
- Check your Student Message Center (my.maricopa.edu) for a notification of your appeal decision.

TERMS:

- The Financial Aid Appeal decision is final.
- A student that is not granted reinstatement of financial aid is responsible for all tuition and fees.



Maximum Timeframe Appeal Form

Student Financial Services
1833 W. Southern Avenue
Mesa, AZ 85202
Phone: 480-461-7441, Opt. 2
Fax: 480-844-3272

_____ Student Name _____ Student ID XXX-XX- Social Security # _____ Program or Major

I am requesting Financial Aid for (select one) : Fall or Spring or Summer
Year: _____

According to Satisfactory Academic Progress guidelines, you are on financial aid suspension. You may appeal by completing this form with an "Academic Plan Restricted Course List "(RCL), evaluated program check sheets or degree progress report, and all academic transcripts, to the Financial Aid Office. Incomplete forms will be rejected. You understand by submitting this form any enrollment within the Maricopa County Community College District may be used for determining the outcome of this appeal. **Notification of the committee's decision will be delivered to your Student Center. Please allow at least 30 business days (may take longer during peak processing periods). All Committee decisions are final.**

Students may request to have their timeframe extended under the following circumstances:

- Program of study has changed from _____ to _____.
- I have attempted 150% or more of the credits required for my degree/certificate.
- I have transferred hours that do not apply to my program of study.
- I have an Associate's Degree and am pursuing a second degree or certificate.
- I have earned a Bachelor's Degree (or higher) and am pursuing another Degree or Certificate.
- I must take specific coursework in order to **enroll** in an eligible program (*students requesting an extension under this requirement must be taking classes that are a prerequisite for admission to the program. Students meeting this Preparatory Course Work requirement are not grant eligible and may only be considered for loans during one consecutive 12 month period*).

Submit this form with a **typed appeal letter** along with the appropriate documentation. Your appeal letter must address at least one or more (if applicable) of the following:

- 1. Explanation as to why you have earned more credits than your degree/certificate program requires.
- 2. Explanation as to why you have changed your program of study.
- 3. Explanation as to why you are taking additional coursework if you already have a degree.

Your signature below acknowledges that you have READ & UNDERSTAND the above restrictions &/or recommendations.

Student Signature: _____ **Date:** _____



Chandler-Gilbert Community College • Estrella Mountain Community College • Gateway Community College • Glendale Community College • Maricopa Skill Center • Mesa Community College • Paradise Valley Community College • Phoenix College • Rio Salado College • Scottsdale Community College • South Mountain Community College

