

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.



Satisfactory Academic Progress Appeal Form

| | | | |
|--------------|------------|------------------------------|------------------|
| 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 and returning this form to the Financial Aid Office. **Failure to submit documentation to support your appeal may result in denial.** 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.**

Submit this form with a **typed appeal letter** along with your supporting documentation. Your appeal letter must include all of the following:

- 1. Explanation as to why you did not complete (with passing grades) all your attempted course work (including dates). Describe in detail the extenuating circumstances that hinder you from complying with the SAP policy. You must address ALL courses that contributed to your being placed on suspension.
- 2. Explanation as to how the circumstances that contributed to your being placed on suspension have been resolved. Include steps taken to ensure your successful academic progress in the future.
- 3. Attach documentation to support your appeal (examples: medical claims/statements; police reports; copy of official death certificate/obituary; signed statement from an involved third party such as a counselor, priest, rabbi, minister; documentation illustrating other commitments outside of school such as pay stubs, letter from employer; etc.).

I understand that if this appeal is approved that I will be placed on probation and will be required to meet all SAP standards by the end of the probationary semester or the stipulations indicated if placed on an Academic Plan. I also understand that I may have stipulations assigned to this probationary status which will be outlined on a SAP Academic Plan once the Appeals Committee has made a determination on this petition. *Failure to meet any of these requirements will result in me losing future financial aid eligibility.* I have read and understand the Satisfactory Academic Progress policy.

Student Signature: _____ Date: _____

