Financial Aid Academic Progress Appeal Instructions

Financial Aid Academic Progress Appeal is required when a student wants to appeal a financial aid Suspension Status flag on his/her account. The Suspension Status flag appears when a student fails to make satisfactory academic progress (GPA and/or Completion Rate) after receiving a Warning Status Notice and it means that federal financial aid will be denied.

If a student has experienced an extenuating circumstance that he/she feels has had an impact on his/her ability to make satisfactory academic progress, he/she has a single opportunity during his/her time at WCCC to file an appeal with the Financial Aid Office. Extenuating circumstances could include, but are not limited to: death of an immediate family member; injury or illness of student; or personal tragedy or event. Supporting documentation that confirms your situation is required.

If a student wants to file a Financial Aid Academic Progress Appeal, he/she must:

1. Complete the Financial Aid Academic Appeal Form: be specific and PLEASE PRINT LEGIBLY
2. Complete the Satisfactory Academic Progress Plan of Action Form: be specific and PLEASE PRINT LEGIBLY
3. Sign and date both forms where indicated
4. Provide supporting documentation that confirms the extenuating circumstances. For example: medical documents (doctor notes, records, etc.), death certificate, third party confirmations, leases, accident reports, etc.
5. Submit your complete appeal packet to the Financial Aid Office by FAX (724-925-5802); by electronic submission (financialaid@wccc.edu Subject Line: APPEAL); or in person (Room 130 Founders Hall) by:
   - Fall: 8 AM August 1st (student not enrolled summer term)
   - 8 AM August 15th (student enrolled summer term)
   - Spring: 8 AM January 1st
   - Summer: 8 AM May 15th

IMPORTANT INFORMATION:

1. Complete all forms: do NOT leave any blanks
2. PLEASE PRINT LEGIBLY: the Financial Aid Appeal Committee MUST be able to read the appeal
3. Attach supporting documentation
4. Incomplete appeal forms and/or packets will be rejected and returned to the student
5. Make sure the Financial Aid Office has the appeal packet by the established due date/time
6. All deadlines will be strictly enforced. Appeals received after the established deadline will NOT be reviewed until the following semester. If a student submits an appeal after the due date/time and is enrolled for the current semester, he/she will be responsible for the payment of all tuition, fees, book charges, and any other costs associated with enrollment.
7. Submission of the appeal packet does NOT guarantee that a student will be eligible for Federal Financial Aid. If the student decides not to attend WCCC due to his/her current ineligibility for Federal Financial Aid, he/she should officially drop scheduled classes prior to the start of the semester to avoid being charged the tuition and fees.

NOTIFICATION:

1. All complete appeal packets will be reviewed by the Financial Aid Appeal Committee prior to the beginning of each term
2. Each student who files an appeal will receive the Committee’s decision by electronic notice sent to his/her WCCC student e-mail account before classes start. He/she should monitor their e-mail accounts during the week immediately following the date grades are due in the Records Office.
3. All Committee decisions are final

The Satisfactory Academic Progress (SAP) Policy is available on the WCCC website (www.wccc.edu) under “Quick Links”; “Financial Aid”; and “Standards of Academic Progress”.

11/20/2014
FINANCIAL AID ACADEMIC PROGRESS APPEAL FORM

Your appeal packet **must** include:

1. The Financial Aid Academic Progress Appeal Form
2. The Satisfactory Academic Progress Plan of Action Form
3. Supporting documentation that confirms your situation is **required**. For example: medical documents (doctor notes, records, etc.), death certificate, third party confirmations, leases, accident reports, etc.
4. **IMPORTANT**: Incomplete appeal packets will be rejected and returned to the student
5. You will receive an e-mail once the Financial Aid Appeal Committee has made a decision
6. Please keep a copy of your appeal packet for your records

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<th>Student Name</th>
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This appeal is for the following term (check and complete one term only):

- [ ] Fall 20  
  (Due 8 AM August 1st – not enrolled summer)
- [ ] Spring 20  
  (Due 8 AM January 1st)
- [ ] Summer 20  
  (Due 8 AM May 15th)
  (Due 8 AM August 15th – enrolled summer)

Why are you filing your appeal (extenuating circumstance)? **(SUPPORTING DOCUMENTATION IS REQUIRED)**

- [ ] Health Reasons
- [ ] Death of an Immediate Family Member
- [ ] Undue Hardship
- [ ] Other (Describe)__________

Detailed explanation of extenuating circumstance indicated above: ____________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Detailed explanation of how the above circumstance has been, or will be, resolved: ____________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

By signing this form I understand that: this is a **one-time** appeal; and, if approved, I will be placed in Probation Status and may continue to receive Federal Financial Aid for the approved semester. Progress will be reviewed after grades post at the end of that term. If I make SAP after the Probation Status semester, Satisfactory Status will be restored. If I do not make SAP after the Probation Status semester, I will be placed in Termination Status. I understand, also, that if my appeal is denied, I will be responsible for tuition, fees, and books until I make up the deficiencies in my progress. I am aware that all Financial Aid Appeal Committee decisions are final.

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Submit your complete appeal packet to the Financial Aid Office by FAX (724-925-5802); by electronic submission (financialaid@wccc.edu Subject Line: APPEAL); or in person (Room 130 Founders Hall)

FAO USE ONLY: 02/28/2013
Appeal Granted (Committee) __________ Appeal Denied (Committee) __________ Revised 11/20/2014
Date __________________ Signature __________________
FASI Coded __________ Comments Added ______ Date ______________ Initials ____________
SATISFACTORY ACADEMIC PROGRESS
PLAN OF ACTION FORM

Student Name ________________________________  Student ID Number ________________________________

Active Program of Study ________________________________  Anticipated Program Completion Date ________________________________

You are REQUIRED to complete this form as part of your one-time Financial Aid Progress Appeal. Your plan of action should include your schedule for next semester and the steps you will take to be successful in the future. Please review an evaluation of your active program of study to determine what classes you need to complete and devise your plan for graduation. Some additional steps may include, but are not limited to: tutoring, credit load, and/or study skills. If assistance is needed to make this determination, you should meet with a counselor or your adviser.

Your plan of action is:

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If you make changes to your schedule, you must submit the revised schedule to the Financial Aid Office for approval.

Submit your complete appeal packet to the Financial Aid Office by FAX (724-925-5802); by electronic submission (financialaid@wccc.edu Subject Line: APPEAL); or in person (Room 130 Founders Hall)

FAO USE ONLY: 02/28/2013
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