



2024-2025

APPEAL FOR REINSTATEMENT OF FINANCIAL AID

Student Name _____ Student ID# _____

Phone # _____ SJR State Email _____

Appeal Process Instructions:

In order to appeal the decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Standards Policy. Submission deadlines and the SAP policy can be viewed online at www.sjrstate.edu/academicprogress.html.

Semester for which you are requiring reinstatement of Financial Aid: _____, 20_____

Please follow steps below when submitting an appeal.

Step 1: Reason for Appeal – Mark all that apply:

Financial Aid Suspension Maximum Hours Reached Termination

Step 2: Type your appeal letter and document your case:

Provide a detailed, typed and signed, personal statement explaining how extenuating circumstances beyond your control prevented you from meeting the SAP requirements; and the steps you have taken to resolve your circumstances. Extenuating circumstances may include, but are not limited to:

- Medical condition or serious illness
- Death of an immediate family member
- Auto Accident requiring hospitalization
- Involuntary call to active military duty

Step 3: Attach date-specific documentation to support the claims made in your personal statement.

Documentation includes, but is not limited to:

- Letter from physician or counselor on letterhead indicating the dates you were under their care Copy of death certificate, obituary or third party documentation of death Accident reports, police reports, court records, etc.
- Letter of explanation from employer on letterhead, copy of military orders, etc.

Step 4: Student Improvement Plan/Program Completion Plan

- Attach a Student Improvement Plan form and a Satisfactory Academic Progress Calculator developed by your academic advisor that ensures you will meet the SAP requirements within a specific period in time for GPA and pace of completion rate (67%)
- Program completion plan form developed by your academic advisor outlining the courses needed to complete your program of study

Step 5: Submit documents

Submit documents to the SJR State Financial Aid Office in person, via email (financialaidweb@sjrstate.edu) or by fax (386-312-4289) include the following:

- Signed and dated appeal form, letter and supporting documents
- Student Improvement Plan and Satisfactory Academic Progress Calculator or Program Completion Plan

Notifications are sent via email to the student’s SJR State email address within 48 hours of the Committee’s vote.

The decision of the Committee is final.

Student’s Acknowledgement and Signature: By signing below, I acknowledge that if this appeal is approved I can only receive financial aid for courses within my current SJR State degree program. If approved under the Student Improvement Plan or Program Completion Plan requirement, my appeal may be extended until I meet the satisfactory academic progress standards or complete my current SJR State degree program, but only if I successfully complete 100% of courses each term and maintain the minimum cumulative GPA. If denied, I may petition again after attending a semester at my own expense, provided I successfully complete 100% of the courses I take during the semester. NOTE: Summer A and B terms are treated as one semester for financial aid purposes. Failure to meet the requirement may cause termination of aid.

If you are currently enrolled and are filing an appeal for the upcoming semester, the appeal can be turned in to the Financial Aid Office before the end of the current semester; however, the appeal cannot be sent to the Committee for review until *after grades are posted* for the current semester. If you are registered for the upcoming semester, you will need to make other payment arrangements to prevent your registration from being voided for non-payment.

Registrations cannot be held pending the outcome of your appeal.

ALL APPEALS SUBMITTED INCOMPLETE WILL AUTOMATICALLY BE DENIED

Student’s Signature _____ **Date** _____