JSCC FINANCIAL AID SERVICES OFFICE

FINANCIAL AID SUSPENSION - APPEAL FORM & GUIDELINES

NAME: _____ J# or SS# _____
First M. Last

ADDRESS : _____
Street or P.O. Box

_____ ( ) _____
City State Zip Code Phone

Last semester of attendance at JSCC _____

For which term are you requesting that your aid be reinstated? _____

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE YOU WRITE YOUR APPEAL:

These instructions are for the use of students who have been placed on ***financial aid suspension (unsatisfactory academic progress status)*** by the financial aid office. By following the steps outlined below, a student may appeal his or her placement on financial aid suspension. Federal overpayments or money owed to the institution due to unsatisfactory progress or non-attendance cannot be waived through this appeal process. The JSCC Satisfactory Academic Progress policy can be found online at www.jscc.edu/financial-aid.

Federal regulations and the regulations governing many other forms of student aid require that a student meet a minimum academic standard in order to continue to receive student financial aid. The JSCC Student Aid & Awards Committee may make exception to the requirements through the appeal process in individual cases, if the student can demonstrate that his or her failure to meet the minimum standard was caused by **extreme or unusual circumstances beyond his or her control.**

The Student Aid & Awards Committee will review all written requests for reinstatement that are complete, documented and received by the deadline dates below. Appeals received after this date will be reviewed at the next scheduled meeting. If your appeal is successful, you will be placed on probation for one or more terms. You will be informed of the committee's approval or denial in writing at the address you indicated at the top of this form.

Deadline Dates:

Fall Semester Consideration – August 1
Spring Semester Consideration – January 4
Summer Semester Consideration – May 15

NOTE: If you have been placed on academic suspension and wish to appeal that status, you should contact the Dean of Students for instructions. There are two separate appeal processes: one for academic suspension and one for ***financial aid suspension***. The appeal of your financial aid status will not correct your academic standing. Likewise, being readmitted through the Admissions & Standards Committee will **not** automatically remedy your unsatisfactory financial aid status.

GUIDELINES FOR AN APPEAL

If you wish to successfully appeal your suspension, it is your responsibility to follow the guidelines below. **Appeals lacking extenuating grounds, adequate documentation or an academic plan will not be reviewed and the student will be notified that their appeal information was insufficient.**

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- ☐ Signed letter with complete explanations of the items listed below.
- ☐ Significant and relevant documentation to support your appeal.
- ☐ Academic plan for your program /major which has been signed by you and your academic advisor. This form can be obtained at http://www.jscc.edu/financial-aid/forms-and-applications.html.

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1. Clearly state your academic major and an anticipated completion date for your program of study at JSCC, as well as an indication of your future educational goals.

2. Explain the reasons for and circumstances surrounding your lack of sufficient progress. These circumstances should be **extreme or unusual circumstances** that were beyond your control. Lack of maturity is not considered to be extreme or unusual circumstances according to federal guidelines. Your attention should be focused on the particular academic term(s) and/or course(s) for which you registered but did not successfully complete. Be specific and concise in your explanation since incomplete information may cause a denial or a delay in the review of your appeal.

3. Provide a detailed explanation of the measures you have taken to ensure that your academic performance will improve and/or actions you have taken to correct the circumstances that prevented your prior lack of academic progress.

4. If your loss of eligibility is due to Pace (lack of progress for college level courses attempted), you should explain your lack of progress for all college level courses.

5. If your loss of eligibility is due to the maximum time limit, you should explain why you have not yet completed your program of study within the hours attempted on your record (including accepted transfer hours). To be granted an extension of time to complete your degree, you must be accepted into a specific program or major. Students that are accepted into the nursing or an allied health programs must submit a copy of their acceptance into the specific program.

6. Documentation of your circumstances will increase the success of your appeal. Medical circumstances must be explained and should include physician statements and supporting medical documentation indicating medical difficulties during the relevant timeframe. If applicable, your employer should document extenuating job demands or work schedule changes that hindered your academic success. This information should be presented on company letterhead with an official title and phone contact.

7. You may provide a letter from a **non-relative** who is familiar with your specific circumstances. The letter must include the individual's signature and phone number. This letter may be from a faculty member, advisor, clergy, or an otherwise informed individual who is knowledgeable of your situation.

8. If your personal statement can not be typed, please present a legible, handwritten statement. Appeals must be dated, signed by the student and attached to the appeal form.

9. You are encouraged to seek the counsel of the financial aid services staff if you feel it is needed.

Return completed appeal form with dated and signed letter, documentation and academic plan to:

Financial Aid Services Office
Jackson State Community College
2046 North Parkway
Jackson TN 38301-3797

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