

Financial Aid Suspension - Appeal Form

Return completed appeal form with dated and signed letter, documentation and academic plan to:
Financial Aid, Jackson State Community College, 2046 North Parkway, Jackson, TN 38301 or fax to 731-425-9554.

Name: _____ J# _____
 First Middle 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 letter: (Continued on Page 2)

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 require that a student maintain minimum academic standards to continue receiving financial aid. The JSCC Student Aid & Awards Committee may make an 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**.

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.

Priority Deadline Dates: Fall – August 1 Spring – January 4 Summer – 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 apply to your academic suspension. Likewise, being readmitted through the Admissions & Standards Committee will **not** automatically remedy your financial aid suspension.

Please seek the counsel of the financial aid staff if you need assistance in this process.

Guidelines for an appeal

To appeal your financial aid 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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- Type a letter explaining your circumstances using the items listed below as a guide and be sure to sign your letter.
- Attach relevant documentation to support your appeal.
- Attach your Academic Plan for your program /major which has been signed by you and your academic advisor.

1. In your letter, clearly state your program of study (academic major) and an anticipated JSCC graduation date, as well as an indication of your future educational goals.
2. In your letter, 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 an extreme or unusual circumstance 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. In your letter, 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. Attach documentation of your circumstances to 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.
5. You may attach a letter from a **non-relative** who is familiar with your specific circumstances. The letter must include the individual's signature, phone number and relationship to you. This letter may be from a faculty member, advisor, clergy, counselor or an otherwise informed individual who is knowledgeable of your situation.
6. If your loss of eligibility is due to Pace (percentage of hours earned divided by hours attempted), you should explain your lack of progress for all college level courses attempted.
7. 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 accepted into nursing or another allied health program must attach a copy of their acceptance letter.
8. Students who have earned an Associate Degree and are taking courses to transfer and meet requirements at another college are not eligible for financial aid at JSCC, and this cannot be appealed. However, students admitted into a program for a second degree at JSCC may appeal upon their acceptance to that program.
9. Appeals must be dated, signed by the student and attached to the appeal form.

Satisfactory Academic Progress (SAP) Academic Plan Form

This plan must be completed, signed by your academic advisor or counselor, and attached to your SAP Appeal Form. This enrollment plan must include only courses required for degree completion. This documentation does not guarantee approval of your appeal. If approved, you are expected to follow this plan in order to remain eligible to receive financial aid.

Name: _____ JSCC ID#: _____

Major: _____ Anticipated Graduation Date: _____

Term _____ Year _____

Term _____ Year _____

<u>Course Name and Number</u>	<u>Credit Hrs</u>

<u>Course Name and Number</u>	<u>Credit Hrs</u>

Term _____ Year _____

Term _____ Year _____

<u>Course Name and Number</u>	<u>Credit Hrs</u>

<u>Course Name and Number</u>	<u>Credit Hrs</u>

Term _____ Year _____

Term _____ Year _____

<u>Course Name and Number</u>	<u>Credit Hrs</u>

<u>Course Name and Number</u>	<u>Credit Hrs</u>

Advisor PRINTED Name: _____

Office Extension: _____

Advisor Signature: _____

Date: _____

Student Signature: _____

Date: _____