

Submission Deadlines:

- Fall: 08/05/2019
- Spring: 12/09/2019
- Summer: 04/26/2020



Student ID: _____ **First Name:** _____ **Last Name:** _____

FINANCIAL AID ACADEMIC PROGRESS APPEAL FORM/CHECKLIST

Satisfactory academic progress (SAP) is cumulative in nature and takes into account all classes attempted not just the previous academic term or year. You should review the satisfactory academic progress policy on the college website at <https://www.fsw.edu/financialaid/guidelines>. If you have experienced extenuating circumstances that prevented you maintaining satisfactory academic progress, you may appeal using this form.

EXCLUSIONS (The following situations are NOT grounds for an appeal)

- Past Due Account Balance**—An appeal is not a substitute for keeping a student account paid and current. A student is responsible for charges and payments to his/her account.
- Non-attendance and/or Poor Academic Progress**—The appeal process is for those students who are academically engaged (attended and participated in classes until the time of the event). It is not intended for students in non-attendance, for those who have stopped attending due to personal reasons or change of academic plans, and/or for those with poor academic progress.
- Situations that are Academic in Nature**—If the situation regarding your failure to meet the Standards of Academic Progress is directly related to coursework and/or instruction.
- Non-Emergency or Preventative Medical Appointments/Procedures**—Routine exams, elective procedures, and preventative care not requiring extended absence or which could have been scheduled without impacting class attendance do not qualify (e.g., pregnancy does not qualify unless complications arose requiring extended absence). Cosmetic procedures do not qualify unless required due to a medical emergency; appropriate documentation indicating that the procedure was needed due to special medical circumstances is required.

TYPE OF APPEAL

What type of appeal are you submitting (check all that applies)?

- GPA
- Completion Percentage
- Maximum Timeframe (including transfer credits) (90 credits for associate and 180 credits for bachelor degree)

Have you changed your program while attending college? YES NO

Other _____

To appeal suspension of financial aid due to failure to meet the standards of academic progress

CAREFULLY READ THE INSTRUCTIONS: Submit this completed form with supporting documentation in person at the Office of Student Financial Aid: *Office of Student Financial Aid, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919*. For assistance, contact your financial aid specialist or visit the Office of Student Financial Aid (contact information is available at <https://www.fsw.edu/financialaid/contact>)

Student ID: _____	First Name: _____	Last Name: _____
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STEP 1: STUDENT INFORMATION

When are you seeking to receive financial aid?

Term: Fall Spring Summer Year: _____

In what degree or certificate are you currently enrolled? _____

Extenuating circumstances include but are not limited to: (Check one that applies to you)

- Documented medical condition, hospitalization, or serious illness
- Death of an immediate family member i.e. parent, sibling, spouse, or child
- Involuntary call to active military duty
- Other extraordinary/emergency circumstances, such as natural disasters

STEP 2: WHAT TO SUBMIT FOR ALL APPEALS.

1. Complete and print this form.
2. Attach date specific documentation.
 - For medical conditions, have your healthcare provider complete and return the medical documentation form to the Office of Student Financial Aid. The form can be found at <http://www.fsw.edu/financialaid/forms>
 - For death of an immediate family member attach a copy of a death certificate, obituary, or third party documentation of death and documentation of relationship to the individual.
 - For call to active duty a copy of your orders.
 - For all other circumstances, submit appropriate documentation.
3. **Note:**
 - **Please meet and discuss your appeal with your Financial Aid Specialist before submitting this document.**
 - **Letters from family, relatives, and friends are not recommended. If this is the only information you can provide, you must meet with a financial aid counselor to determine what is acceptable.**
 - **Documents must be submitted according to the requirements listed above; however, this does not guarantee approval. Appeals submitted without documentation will not be accepted.**

STEP 3: BRIEF EXPLANATION

Provide a brief explanation of the circumstances surrounding your financial aid suspension. Please indicate what has changed with your situation, which allows you to return to school and be successful. Maximum timeframe appeals must include an explanation of attempting more than 150% of the required credits for your current degree program. Please answer the questions below and if need be attach a separate typewritten, signed, and dated statement.

Student ID: _____	First Name: _	Last Name: _____
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A. Why were you unable to meet satisfactory academic progress?

B. What has changed that will now allow you to make satisfactory academic progress?

Student ID: _____	First Name: _	Last Name: _____
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C. Describe steps you have taken that will allow you to meet the satisfactory academic progress standards.

D. Describe your academic goals.

Student ID: _____ First Name: _____ Last Name: _____

ADDITIONAL INFORMATION

Factors that will be taken into consideration when reviewing appeals:

- Is the student taking classes that are required by the program curriculum?
- Based on the current semester’s classes, will the student make satisfactory academic progress if reinstated, or will the student be suspended again at the end of the term (e.g., has the student dropped any classes for the current term or not completed classes successfully?)

❖ **Note: Students will be notified by their specialist if required to submit any additional documents. Documents must be submitted within 14 days of the request.**

STEP 5: SIGNATURE AND AGREEMENT

By signing, I certify that the information provided above and any attachments are true and accurate and that I may be contacted for additional information and/or documentation to process this appeal. I take full financial responsibility to pay for all tuition-related expenses and am prepared to pay from my own resources.

I understand that failure to supply truthful, adequate, and complete information on this appeal or supporting documentation may result in a denial with no further rights to appeal.

I understand, if my appeal is approved, I must meet the satisfactory academic progress standards at the end of the current term and agree to a written academic plan. Students placed on a plan can only enroll in a maximum of 12 credit hours per semester. For more information please visit the Financial Aid Guidelines.

Student Signature _____

Date _____

****Appeals will be reviewed by the Florida SouthWestern State College Satisfactory Academic Progress Appeals Committee. Decisions of the Committee are final.****

Committee Decision Date:

- Approved
- Denied

Comments:

Plan: