

Submission Deadlines:

- Fall: 08/03/2018
- Spring: 12/07/2018
- Summer: 04/26/2019



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.

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 _____

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>)

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? _____

Student ID: _____	First Name: _	Last Name: _____
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Extenuating Circumstance (please attach documentation):

- 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.**
 - **All appeals must be submitted by the deadlines listed in order to be considered**

STEP 3: BRIEF EXPLANATION

A. Why were you unable to meet satisfactory academic progress?

Student ID: _____	First Name: _____	Last Name: _____
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B. What has changed that will now allow you to make satisfactory academic progress?

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: _____
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❖ **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 to avoid denial.**

STEP 4: 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 South Western State College Satisfactory Academic Progress Appeals Committee. Decisions of the Committee are final. ****

Committee Decision Date:
Approved <input type="checkbox"/>
Denied <input type="checkbox"/>
Comments:
Committee Signature:

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, equity@fsw.edu, 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.