2015-16 Process for Filing a Financial Aid Appeal for Academic Progress

Information

- Students have the right to appeal a determination of ineligibility for financial aid based on lack of academic progress. For additional information, visit: [http://www.mc3.edu/adm-fin-aid/fin-aid/understand-fin-aid/acad-progress](http://www.mc3.edu/adm-fin-aid/fin-aid/understand-fin-aid/acad-progress).

- Decisions to approve or deny Academic Progress Appeals will be made by the Financial Aid Office based on:
  - Documentation of the extent and severity of the mitigating circumstance(s) affecting academic progress.
  - Adequacy of the resolution or planned resolution of the above circumstance(s).
  - Recommendation from Academic Advising.

- Submission of this form does not guarantee that you will be eligible for financial aid. If you decide NOT to attend MCCC due to your current ineligibility for financial aid, you should officially drop your classes prior to the start of the semester to avoid being charged the tuition and fees. If you decide to stay enrolled, you must make payment to the Business Office by the final payment due date for the semester.

Deadlines

Appeals received after 5pm on the deadline cannot be considered for that semester and any pending financial aid will be removed from the term. The student will be responsible for making payment arrangements with the Business Office. Appeals received after the deadline for the semester can be evaluated for the following semester.

<table>
<thead>
<tr>
<th>For your appeal to be considered for the</th>
<th>You must submit this form by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015 Semester</td>
<td>September 22, 2015</td>
</tr>
<tr>
<td>Spring 2016 Semester</td>
<td>February 9, 2016</td>
</tr>
<tr>
<td>Summer 2016 Semester</td>
<td>June 15, 2016</td>
</tr>
</tbody>
</table>

Instructions

1. Submit your 2015-2016 FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) (If you have not already submitted the form.)

2. Fill in the 2015-16 Academic Progress Appeal Form, located on the reverse side of this paper.

3. Gather and attach your supporting documentation to the form. Documentation should include information that confirms the situation(s) you indicate below. For example; medical documents, doctor notes and records, death certificate, third party confirmations, leases, accident reports, etc.

   Your appeal WILL NOT BE CONSIDERED if your supporting documentation is missing!

4. Schedule an appointment prior to the deadline noted above with the applicable Counselor/Advisor:
   - Nancy Gazan or Lesley Osias 215.641.6577 Central Campus Grant Recipients Only
   - David Rudd 215.641.6577 Central Campus Grant & Loan Recipients Only
   - Judy Green 610.718.1906 West Campus Grant & Loan Recipients Only

   You must bring your completed Academic Progress Appeal Form along with your supporting documentation to your scheduled meeting! Your Advisor/Counselor will submit your appeal and your documentation to the Financial Aid Office.

5. Register (or adjust pre-registered schedule) for the exact number of credits recommended for the semester. Students registering for more than the exact number will be ineligible for financial aid for that semester.

No appeals will be considered unless all five steps listed above are complete.
2015-16 Academic Progress Appeal

Student Name ___________________________  Student ID ______________

Instructions
Complete steps 1 through 4 by the appeal deadline indicated on the reverse side of this form. After filling in the required information, you will need to give your completed form to the academic advisor who worked with you regarding your appeal. You will receive a letter after your appeal has been reviewed indicating an approval or denial.

1. I am appealing the determination of my ineligibility for financial aid based on academic progress. My progress was affected by the following extenuating circumstance(s) (Check applicable boxes):

- Severe illness
- Death in the family
- Severe injury
- Family emergency
- Other: ___________________________

2. Provide a detailed explanation of the above mitigating circumstance(s).

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

3. Provide a detailed explanation of how above problem was, or will be, resolved.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

4. Sign Below.
By signing this form, I understand that, if my appeal is approved, I must complete ALL SUBSEQUENT courses with a grade of C or better. Grades below C, Incompletes, Withdrawals, or Audits in future classes will result in loss of Financial Aid.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Student Signature ___________________________  Date ___________  Daytime Phone Number ___________

Do not submit this form and your supporting documentation directly to the Financial Aid Office; your Advisor/Counselor will submit the paperwork to Financial Aid Office on your behalf.

SSC USE ONLY:
I recommend __________ credits for __________ semester. Signed ___________________________  Dated ________

Notes ____________________________________________________________

OFFICE USE: Doc code - FA15CSAI | CRI – mark received | ImageNow – SAP Appeal Form