



Texas College Office of Financial Aid

Satisfactory Academic Progress Appeal Form 2017-2018

Student's Name (Last, First, M.I.). PLEASE PRINT.

Student Identification Number (SID)

Email Address

Telephone Number

Term for which you are submitting an appeal: Fall 20 ____ Spring 20 ____ Summer 20 ____

Type of Appeal (Select all that apply): ___ GPA ___ Completion Rate ___ Maximum Timeframe

1 Appeal Process:

Students who do not meet the Satisfactory Academic Progress (SAP) Policy requirements are not eligible to receive financial aid. Our office will review appeals based on the following circumstances:

- Death in the family
- Medical Illness (Personal/Immediate family)
- Other special circumstance

If the appeal is approved, you will be placed on financial aid probation, meaning you will be eligible to receive financial aid for at least one semester. You may also be provided an academic plan which will outline what you will need to do to maintain your eligibility.

If the appeal is denied, you may request a second review only if you can provide new information and documentation that was omitted from the initial appeal.

2 Instructions:

- ✓ Be sure your name and student ID number is on top of each page you submit.
- ✓ Provide a personal statement, which includes:
 - What specifically happened that caused you not to meet the SAP requirements?
 - How did the situation affect your academic performance?
 - Explain what has now changed, or steps you plan to take, that should improve your academic performance?
- ✓ Provide documents that support your personal statement (i.e. medical documentation, obituaries, statements from a third party).

3 Review: The Financial Aid Appeals Committee will review appeals within 8-10 business days. An email will be sent to your TC email address to inform you of the results of your appeal.

I have read, understand and agree to the appeal process stated above. I also understand that I am not eligible for payment of any financial aid, including Federal Parent PLUS Loans and Work Study, unless an appeal is approved.

Student Signature

Date

4 Please submit your form to the Office of Financial Aid
Or mail or fax this form to: **FAX: 903-593-9607**
Texas College, Office of Financial Aid, 2404 North Grand Ave. Tyler, Texas 75702