According to HCCC Federal and state Financial Aid Satisfactory academic Progress Policy, students not making progress can appeal that decision to the Office of student financial Assistance. Financial Aid Satisfactory Academic Progress (SAP) is cumulative in nature and takes into account ALL classes attempted, not just the previous academic year. You should review the SAP policy on the college website. If you have experienced extenuating circumstances that prevented you from satisfying the requirements, you may appeal using this form.

1. **PLEASE CHECK OFF AND EXPLAIN WHAT EXTENUATING CIRCUMSTANCES BEYOND YOUR CONTROL LED TO YOUR INABILITY TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS.** EXTENUATING CIRCUMSTANCES INCLUDE, BUT NOT LIMITED TO:

- [ ] Documented medical condition or serious illness (medical records, letter from physician)
- [ ] Documented learning disability (letter from counselor)
- [ ] Death of an immediate family member or friend (death certificate, obituary)
- [ ] Involuntary call to active military duty (military orders)
- [ ] Documented change in conditions of employment (pay check stubs)
- [ ] Other extraordinary/emergency circumstances, such as natural disasters (police reports, transcripts, accident reports, court records, etc.)

   **Explanation:**

2. **WHAT CHANGES WILL YOU MAKE AND/OR RESOURCES YOU WILL USE TO ENSURE YOUR FUTURE ACADEMIC SUCCESS?**

- [ ] Arrange tutoring sessions
- [ ] Meet with a counselor/advisor
- [ ] Rearrange work schedule
- [ ] Arrange child care
- [ ] Letter of recommendation from advising or professor
- [ ] Other, please explain____

3. **MAXIMUM TIME FRAME APPEALS – EXPLAIN WHY YOU HAVE ATTEMPTED MORE THAN 150% OF THE REQUIRED NUMBER OF REDITS FOR YOUR CURRENT DEGREE PROGRAM WITHOUT GRADUATING.** IF YOU ARE PURSUING AN ADDITIONAL DEGREE, EXPLAIN WHY YOU NEED TO DO SO. PLEASE BE SURE TO ATTACH DOCUMENTATION TO SUPPORT YOUR EXPLANATION (E.G. DEGREE AUDIT, TRANSCRIPT, ETC.)
4. IMPORTANT THINGS TO REMEMBER WHEN FILING YOUR APPEAL

- Appeals submitted without documentation will be pending until the required documentation is received.
- 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; this DOES NOT GUARANTEE approval.
- A student on Financial Aid Probation may not receive Federal and State funds for the subsequent payment period unless: 1. the student is not making SAP; 2. the student met requirements specified in the ACADEMIC PLAN. This process is required and must be completed in order to be considered for Financial Aid.

5. YOU MAY APPEAL A FAILED ACADEMIC PLAN IF YOU HAVE SPECIFIC EXTENUATING CIRCUMSTANCES THAT OCCURRED DURING THE TERM IN WHICH YOU FAILED THE ACADEMIC PLAN

- Only under extreme circumstances will an appeal be accepted for review.
- SAP appeal must be submitted for review to determine if you can regain eligibility for aid.
- You may not make subsequent appeals for the same reason as your previous appeal.

6. PLEASE READ AND PUT YOUR INITIAL THAT YOU UNDERSTAND THE STATEMENT BELOW

I understand that I must meet SAP requirements to maintain eligibility for student aid.

I understand that I must meet the requirements of my Academic Plan which states that I must complete 100% of the courses which I attempt. No F, NP, I, R, or W grades and must have a 2.0 GPA for the term. Only under extreme circumstances that a second appeal be considered and must meet with my financial aid counselor for this consideration.

I understand that if I will not be making SAP at the conclusion of a semester and has not met the term of my academic plan, I will not be eligible for financial aid and I will be responsible for my tuition bill.

I verify that all the above statements and attached documents are true and accurate.

I understand that if for any reason financial aid is denied, I am deemed ineligible; I am responsible for paying my tuition bill.

Please print and sign appeal and return with your SUPPORTING DOCUMENTS to the Office of Student Financial Assistance with your documentation.

Student Signature: ___________________________ Date: ___________________________