Financial Aid Satisfactory Academic Progress Policy Violation Appeal Form

Name: ___________________________ ETSU ID#:_________________________
Goldmail Address: ___________________________ Cell Phone: ___________________________

Appeal Requirements: Withdrew/Earned too few credit hours
This appeal must include the following items. If you cannot include any item, submit an explanation in place of the item itself. Please initial each item to verify your understanding of what is required.

______1. This form, completed in its entirety and signed.
______2. A signed statement indicating reason for appeal. Appeal statements must be typed and include the following:
   • Explain any unusual circumstances that led to your financial aid suspension. Please be specific.
   • Indicate dates and time periods involved and how the unusual circumstances affected your academic performance.
   • Explain how your situation is resolved
______3. Provide sufficient documentation to support your claim of an unusual circumstance. Lack of documentation will result in a denial of your appeal. Supporting documentation might include medical records, doctor’s release on letterhead, police reports, obituaries or legal records. Any third party letters must be notarized. If ETSU offers a service that helps mitigate your unusual circumstance, please submit documentation that you are using this service

   • Failure to provide adequate documentation may result in your appeal being denied
   • Typically, no more than two appeals will be approved for a student here at ETSU. Second appeals cannot be for the same reason as the first. No more than one appeal for maximum eligibility will be allowed.
   • The Financial Aid Committee will attempt to review your appeal as quickly as possible. Make sure you provide your ETSU Goldmail address and phone numbers on this form. The results of the appeal will be sent to your Goldmail account. Lottery and APS appeals require a separate appeal form.
   • If you will not attend a semester and are registered, have confirmed your registration or submitted a deferment and DO NOT drop your classes before the first day of class, you will owe for the semester. You may owe ETSU a repayment of all or part of your tuition, fees, and housing.

Submission of this form with my signature verifies that I have read the procedures above and that all of my statements are true and accurate. I understand that my appeal will be reviewed based on the documentation I submitted and this will be my only representation before the committee. I understand that lack of supporting documentation or conflicting information will result in an appeal denial. I understand that refund/withdrawal, lottery and APS appeals require separate forms/information and are reviewed by different committees.

STUDENT SIGNATURE: ___________________________ DATE: ___________________________

OFFICE USE ONLY [ ] Appeal approved; Semester of Probation_______ [ ] Academic Plan Required ________ Pace: ________
[ ] Appeal Denied; Make up deficient hours_______Attempted_______Earned_______Deficient_______Appeal #_______

Award: [ ] FY [ ] SP only [ ] SU only RHACOMM [ ] Email/Letter [ ] SAP Log [ ]

Comments: ___________________________

FAO Administrator Signature: ___________________________ Date_______

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Accessibility Checked 10/30/14