



J. F. Drake State Technical College

Financial Aid Appeal Form

Please complete this form and submit with ALL required documentation to the Office of Financial Aid no later than the deadline specified for the semester. Appeals submitted after the deadline will not be considered for the upcoming semester. Requests submitted without a written explanation or requested documentation will not be considered.

Last Name		First Name		Middle Initial
Student Identification Number		Email Address		
Address	City	State	Zip Code	
Home Telephone Number		Cell Phone Number		

To be eligible for financial aid, Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – Cumulative G.P.A., Hours Earned and Maximum Time Limit. It is the **student's** responsibility to stay informed of the SAP standards and to monitor their own progress. In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such **mitigating circumstances** can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed appeal form along with all required documentation. The Financial Aid Appeals Committee will review the student's request and the student will receive notification with the results of the appeal.

This form must be completed (front and back), signed, and submitted (with supporting documentation) to the Office of Financial Aid. Requests submitted without a written explanation or requested documentation will not be considered. The decision of the Financial Aid Appeals Committee is final.

Complete, sign, and date the back of this form. A written explanation regarding the mitigating circumstances should be as detailed as possible and should be attached to this form with all supporting documentation. Be sure to include all relevant information, (i.e., dates the circumstances occurred, the individual(s) it affected and any other information needed to justify this appeal). Appeals not submitted by the deadline will not be considered for the upcoming semester.

It is the official policy of J. F. Drake State Community & Technical College that no person shall be denied employment, excluded from partaking in, be denied the benefits of, or subjected to discrimination in any program activity, or employment on the basis of gender, race, color, disability, religion, national origin, age, or ethnic group.

Mitigating Circumstances (Situations considered mitigating circumstances beyond a person's control.) *Please check all that apply*

- Serious illness or injury to student that required extended recovery time.
- Death or serious illness/injury of an immediate family member.
- Loss of employment (layoff or reduced employment).
- Significant trauma that impaired the student's emotional and/or physical health.
- Divorce (student or parent)
- Marital separation (student or parent)
- Loss of untaxed income or benefit(s)
- Excessive medical/dental expenses
- Excessive child care expenses
- Other (please explain) _____

DOCUMENTATION IS REQUIRED FOR EACH ITEM CHECKED ABOVE

A written statement describing the reasons and circumstances that resulted in lack of sufficient progress must be attached to this form. The written statement should be about the particular semester(s) for which the student did not maintain Satisfactory Academic Progress (SAP).

Examples of Required Documentation

- Statement from physician/medical facility that explains the particular situation
- Copies of divorce or marital separation forms
- Death certificate or obituary
- Written notification from previous employer documenting loss of employment or from current employer documenting reduced employment
- Written documentation of loss of untaxed income/benefits
- Written documentation of medical/dental expenses from physician/medical facility
- Written documentation of excessive child care expenses
- Other documents (please explain) _____

Additional information may be requested by the Financial Aid Appeals Committee.

Notification of decision by the Financial Aid Appeals committee will be communicated to the student via telephone, mail, or email.

Signature *Date*