



# Financial Aid Office Satisfactory Academic Progress Appeal Form

The Financial Aid Office at Heartland Community College has established an appeal process for students whose aid has been suspended due to the failure to meet Federal Financial Aid Satisfactory Academic Progress requirements. Reasons for a review of your record must include extenuating circumstances such as: medical issues, employment status changes, homelessness or death of an immediate family member. Submitting an appeal does not guarantee approval. If your appeal is denied, you will be ineligible for financial aid and are fully responsible for your Heartland charges.

## Section A: Student Information

Print: Last Name	First Name	M.I.	HCC Student ID Number	
Street Address		City	State	Zip
Phone Number	Cell Phone (if applicable)		Semester Requesting Reinstatement	

## Section B: Minimum Criteria

**To ensure prompt processing of your appeal the following criteria MUST BE MET before submitting your appeal:**

1. Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
2. Satisfy all financial aid verification requirements if required
3. Satisfy all financial obligations with the college
4. Set up payment plan for tuition balance prior to tuition due date
5. Not be in default on any prior federal student loans
6. Official transcripts from all colleges attended must be on file with records office **(required)**.  
**Missing transcripts will delay the processing of your appeal.**

Eligible students may appeal their denial status by submitting a **typed** request to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the exceptional/unforeseen circumstances which existed as well as any documentation that may support the appeal.

**Appeals will be considered for eligible applicants only if all of the following criteria exist:**

1. There are exceptional/unforeseen circumstances that existed preventing the student from meeting the standard(s); AND
2. The student can realistically meet satisfactory academic progress requirements within a reasonable time frame.
3. Official Transcripts from all colleges attended.

**Appeals received after the listed dates will not be considered until the next semester**

- **Fall Semester 2019 DUE BY August 2, 2019 by 4:30 p.m.**
- **Spring Semester 2020 DUE BY January 10, 2020 by 4:30 p.m.**
- **Summer Semester 2020 DUE BY May 29, 2020 by 4:30 p.m.**

### Section C: Instructions

On a separate sheet of paper **(typed)** please explain in detail the exceptional/unforeseen circumstances that occurred and:

1. Why you failed to meet Satisfactory Academic Progress requirements. Be specific as to what factors caused your academic difficulties.
2. How you plan to improve your academic performance. Outline the changes you have made in your personal, social or economic situation that will allow you to improve your academic success.
3. Attach any documentation to support your particular situation. (i.e. medical bills, letter from doctor, obituary, etc.)
4. **Submit official transcripts from all previous schools attended to records office.**
5. Sign and attach this form to your **typed** statement and documentation and return it to:

**Heartland Community College  
Financial Aid Office**

### Section D: Conditions

1. **Probation Conditions on Appeal:**  
A student will be placed on probation for one term of enrollment upon approval of appeal. **A contract will outline conditions of probation.** Students will be limited to a maximum number of classes during the probationary period. Maximum course load will be based upon enrollment periods for all colleges attended and other determining factors that will enhance overall student success. Students must complete all courses attempted during the probationary period with passing grades and a 2.0 term GPA must be maintained. Probation contracts must be signed and returned to the financial aid office prior to any financial aid disbursements.
2. **Plan of Action Conditions:**  
Following the successful completion of the first probationary period if a student has not met the overall SAP policy set by the institution, the student will be required to develop a plan of action. During this period, a student is not limited in course load, but required to meet SAP standards each term until overall good standing is regained. Students must complete greater than 67% and maintain a 2.0 term GPA. Plan of Action contracts need to be submitted prior to the completion of the probationary period. Students requiring a plan of action will have this requirement noted within the initial probation contract. Probation contracts must be signed and returned to the financial aid office prior to any financial aid disbursements.

### Section E: Appeal Review

Appeals will be reviewed within **30 days** of receipt. Students are required to pay tuition if due. Students **must** sign up for a payment plan or seek other sources of payment prior to tuition due date. Classes and tuition will not be held or waived pending appeal. Bookstore credit will not be granted until this appeal is approved. Decisions will be communicated to the students HCC email account or mailed to the address on file.

By signing this form I certify that I have read and understand the appeal review process and that the information and documents provided is true and accurate.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

## SAMPLE LETTER (Financial Aid SAP Appeal)

Please use this an EXAMPLE of how to frame your statement of appeal incorporating the two required questions (see paragraphs 2 & 3). The statement and your supporting documents are the only documents you have to state your case for appeal.

Date . . .

Office of Financial Aid  
Heartland Community College  
1500 W. Raab  
Normal, IL 61761

Dear Financial Aid Appeals Committee:

My name is ....., and I have been a student here at the college since ... ..  
Throughout this time, I have faced a number of challenges in meeting my own goals for success as a student. However, over the last few months things in my life have improved significantly to allow me to position myself to again become a successful student here at the college. **(In this paragraph, explain who you are to the committee. Be concise, but thorough. This is your opportunity to introduce and set the tone for the rest of the letter.)**

There were two major issues that impacted my ability to be successful here at the college, first being .....

Initially they were supportive of my decision to go back to school; however, during the semester with a change in management they changed my schedule and were not willing to provide any flexibility in this process. Secondly, with my job impacting my ability to successfully attend classes it impacted the ability **(This paragraph, explain how did you get into this situation. Be detailed, but also concise. Please note that this is a place to indicate if you have evidence that can be attached for support).**

Since the spring of 2010, I have begun a new position ..... My new position is supportive of my plans to complete my education through the bachelor's level. Having federal financial aid is a very important component needed to complete this process successfully. Upon meeting with an academic advisor, I have been advised to also meet with the staff in Career and Job Services about opportunities with my prospective major at the university. Additionally, I was advised to meet with a Success Connections Coach and meet with the tutoring services department, to improve upon different areas for academic success and plan for my future. **(This paragraph, explain how you improve from this situation. Be concrete, but concise. The above statements are very strong suggestions.)**

I sincerely hope that this appeal shows that I am dedicated to being a successful student here at the college. Please do not use only my past as a barometer for my success in the future. There have been many steps done over the last year to ensure my success going forward and I firmly believe that I am truly deserving of the lifting of my financial aid suspension. (Closing: Reiterate the situation & solutions).

Sincerely,

## Extenuating Circumstances and Supporting Documentation for a SAP Appeal

For SAP appeals, students are required to provide extenuating circumstances with supporting documentation. The appeal must also explain how the circumstances have been resolved, and will no longer hinder academic performance moving forward. Extenuating circumstances are considered unforeseen situations or events beyond the student's control which directly impacted academic performance.

Students should not create documentation themselves. Acceptable documentation will be on official letterhead, and obtained through an objective third party. Objective third parties include, but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, daycare providers, state/government agencies, etc.

Below is a list of possible circumstances and the suggested supporting documentation. Please note, the following list is not exhaustive. Providing an extenuating circumstance with supporting documentation from the list below does not guarantee an approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

POSSIBLE CIRCUMSTANCES	SUGGESTED DOCUMENTATION
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Learning disability	Individualized Education Program (IEP), DAC letter
Babysitter/daycare issues	Daycare provider letter
Change in economic situation	Unemployment statement, proof of funding stoppage
Imposed residential changes	Eviction notice, legal papers
Imposed employment changes	Statement from employer
Improper grading practices	Hearing documents, communication from instructor
Unjust arrest or incarceration	Court documents
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents
Physical and emotional stress	Documentation from medical professional
Ward of state/foster care issues	Municipal documents