



Financial Aid Office
 2600 South First Street, Temple, TX 76504
 (254) 298-8321-Office/ (254) 298-8252-Fax

Financial Aid Suspension Appeal Request Form

Last Name:	First Name:	MI	Social Security #	Student ID #
City:	State:	Zip Code:		Today's Date
Primary Phone:		Alternate Phone:		E-mail Address

The following items explain the requirements that must be adhered to if the student is appealing financial aid suspension status:

1. Read the Temple College Financial Aid Satisfactory Academic Progress Policy, which is provided on Temple College web site. After you have read the entire document, and you still feel you have a reason(s) to appeal your financial aid suspension, please continue.
2. Complete below, in detail, giving your extenuating reason(s) for appealing.
3. You must provide supporting documentation that will, without question, validate your reason(s) for not successfully meeting minimum financial aid academic progress standards.
4. Failure to adequately explain your reason(s) and failure to submit appropriate documentation will lead to a denial of your request.
5. This appeal form should be submitted as soon as possible after you receive the suspension notification. Supporting documentation must be attached to this form or delivered to the Financial Aid office.
6. Financial Aid Appeals Committee will make a decision based on the information submitted. Failure to submit this appeal form and/or failure to submit supporting documentation will result in denial of the appeal request. Students may appeal to the Director of Financial Aid if they feel that they have not been treated fairly according to this policy. This appeal must be completed within 10 days of receiving notification of the decision denying the original appeal.

I have read and understood the requirements that must be completed in order to properly appeal my financial aid suspension.

I understand that I am no longer eligible for financial aid because (please check all that apply):

- My Temple College cumulative grade point average is less than 2.0.
- I did not complete 67% of my hours attempted.
- I have attempted more than 93 semester hours. (Attach a degree plan signed by an advisor)
- I did not meet my previous appeal requirements.

FOR FINANCIAL AID OFFICE USE ONLY			
Date: _____	Decision: _____		
GPA: _____	Grade Points _____	Completion Rate: _____	
Comments: _____			

Dear Financial Aid Appeal Committee:

I have been placed on Financial Aid Suspension for not maintaining financial aid satisfactory academic progress requirements.

I have an extenuating circumstance(s) that I will explain below and verify with additional documentation. I request that you review my status and notify me of your determination of my appeal.

Reason for request:

_____ Death of a family member (provide a copy of the death certificate, obituary, or announcement.)

_____ Hospitalization or severe illness (provide medical documents which prove you could not complete your enrollment or maintain a 67% completion rate.)

_____ An incapacitating accident (provide police report and doctor's statement.)

_____ Maximum Time Frame (over 93 credit hours, attach a signed degree plan) *not an evaluation

_____ Other: _____ (provide documentation.)

Explain the circumstance indicated above and how it prevented the successful completion of your course (s) on a separate sheet of paper.

List below the classes you need to complete if you have over 93 credit hours.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DOCUMENTATION REGARDING ABOVE CIRCUMSTANCES IS REQUIRED:

(Documentation could include letters from doctors, copy of death certificates, letters from instructors, counselors or other professionals who can substantiate the claim being made.)

I understand that any false or misleading information could result in the loss of all financial assistance eligibility at Temple College and certify that all information provided in this appeal request, including supporting documentation, is true and correct.

Signature: _____

Today's Date _____

Committee Comments:

Student Name: _____