



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 #
Address:	City:	State:	Zip Code:	Date of Birth
Primary Phone:	Alternate Phone:	TC E-mail: <b>@stu.templejc.edu</b>		

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 You may request reinstatement of financial aid based on valid mitigating circumstances that relate to your academic performance. See chart below for examples of acceptable extenuating circumstances per federal regulations and types of acceptable third-party documentation to prove why you were not successful. The circumstance must have occurred during the period(s) of enrollment that lead to your Financial Aid Suspension and must have been resolved to allow you the ability to complete course work successfully or the request will not be granted.

**\*\*\* IMPORTANT - Appeals cannot be approved multiple times for the same reason or circumstances \*\*\***

Circumstance	Examples of 3rd-Party Documentation
Death of an immediate family member	Copy of official death certificate; obituary; or announcement
Severe personal or family injury, illness, or hospitalization	Medical documents; signed statement from physician; accident report; or police report
Divorce or separation	Copies of official legal documents; or signed statement from an involved third-party such as a priest, rabbi, minister, lawyer, etc.
Attempted over 93 credit hours	Copy of the degree plan you are following
Other <i>rare or unusual circumstances</i> that were out of your control and caused you to be unsuccessful in your classes	Provide third-party documentation related to the circumstance

FOR FINANCIAL AID OFFICE USE ONLY		
PLEU: _____	Combined: _____	Institutions: _____
GPA: _____	Grade Pts: _____	Completion Rate: ____/____ = ____%
<b>Decision:</b> <b>DENIED</b> _____ <b>APPROVED</b> _____		
Comments: _____ _____ _____ _____ _____ _____		
<b>FAA's Signature:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____		

In order to have your appeal considered, you must:

**Step 1. Answer all three questions. Attach a separate sheet if needed.**

**Step 2. Provide adequate documentation supporting your extenuating circumstance and explanation.**

**Step 3. Sign and date the appeal form.**

**Step 1. Answer the following questions (attach a separate sheet if needed):**

**1. What were the circumstances that prevented you from meeting satisfactory academic progress? Explain the extenuating circumstance(s) and provide documentation to support your explanation. You MUST explain and document ALL grades of F and W received during any of your semesters at Temple College. Appeals without documentation will be denied.**

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**2. What actions have you taken to overcome these circumstances? What action will you take to ensure you will be successful in your classes? If you have attempted over 93 credit hours, what classes do you need to graduate or transfer to a 4-year university?**

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**3. What are your long-term academic goals and how will you achieve them?**

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**Step 2. PROVIDE DOCUMENTATION REGARDING ABOVE CIRCUMSTANCES:**

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

**Student Agreement:** 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. I understand that I am responsible for any charges and payment deadlines while my appeal is being reviewed.

**Step 3. Student's Signature:** \_\_\_\_\_

**Today's Date** \_\_\_\_\_