

PENSACOLA STATE COLLEGE

FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS Financial Aid Suspension Appeal

**Continuing Appeal (rev. Feb 2012)
2012-2013**

WHAT IS A CONTINUING APPEAL?

You were approved for reinstatement of federal aid based on your successful appeal during the most recent academic year. Certain conditions were set for you to remain eligible to receive the financial aid for which you were otherwise eligible. If you met all of the conditions of your prior approved appeal and you have not yet regained an OK financial aid satisfactory academic progress status or you are Maximum Timeframe, in order to receive aid for an additional academic year, you must submit a “Continuing Appeal Request” for the new academic year.

NOTE: If you failed to meet all of the conditions of your prior favorable appeal, no additional appeals will be considered for the current academic year.

HOW DO YOU BEGIN THE CONTINUING APPEAL PROCESS?

Carefully READ and follow all the instructions. The importance you place on retaining your financial aid eligibility will be demonstrated to the committee by how well your continuing appeal is prepared.

There are two (2) required attachments. Failure to include any one of these attachments will result in an automatic denial. The committee will make its decision solely on your successful performance in meeting the conditions of your prior approved appeal and your enrollment in courses required in your program at Pensacola State College.

Attachment 1 **Continuing Appeal Request Form**
Read, complete, and sign your appeal request form included in this packet of materials.

Attachment 2 **Your Educational Plan & Degree Audit**
You must meet with your academic advisor or program director to update your Pensacola State College Educational Plan and document that plan on the form prior to signing it.

APPEAL TIMELINES

SEMESTER	Deadline to be guaranteed a decision by fee payment due date*
Fall 2012	Aug. 15th fee payment due date – August 1, 2012
Spring 2013	Jan. 3rd fee payment due date – December 3, 2012
Summer 2013	May 9th fee payment due date – April 22, 2013

***Your financial aid file must be complete for an appeal decision to be made.**

All appeals are considered “pending” until the committee makes a final decision. You will be notified via your Pirate e-mail and a letter sent to your mailing address on file with the Admissions/Registrar office. Appointments are not scheduled with the Appeals Committee.

If you do not receive a decision on your appeal by the time your tuition payment is due, you must make other personal arrangements to pay your fees for the current or upcoming semester in order to secure your schedule of classes. In making those arrangements you should not assume your appeal will be granted or that you will have your financial aid reinstated.

APPEALS COMMITTEE PROCESS

The committee meets weekly to review student appeals for federal aid reinstatement. If your appeal form and documentation is complete, your appeal will be reviewed in the date order it is received and you will be notified via your Pirate Mail email and a letter mailed to your mailing address on record with the college's Admissions/Registrar office. Students will not be scheduled for appointments with the committee, therefore, it is of the utmost importance that you follow all directions, provide all required completed forms, and attach all documents being sure to put your name and student ID on each additional page. Unsigned forms will NOT be processed. Except during periods of registration, the processing time is 14-21 business days. For continuing appeals, grades for the current term must be posted and evaluated prior to a determination by the committee.

Approved Appeals

Students should carefully read the letter sent to them by the committee and make plans to carefully adhere to all the conditions set for them in that letter of approval. Please direct any questions concerning the conditions of the approved appeal to the office of the committee member who signed the appeal letter. Failure to follow and comply with the conditions will result in the denial of federal aid eligibility.

Denied Appeals

Students will be notified as to the reason(s) their appeal for reinstatement was denied by the committee. The letter will be sent to your address on record with the college's Admissions/Registrar office. Carefully read the information in the letter from the committee.

If you do not agree with the denial and have additional documentation that you believe would impact the original denial of reinstatement that should be reviewed by the Director of Financial Aid/Veteran Services/Scholarships, you may submit the additional information and documentation with a written request for further review of your denied appeal reinstatement. This must be done within 14 days of your receipt of the committee's decision.

Do not resubmit a copy of your original appeal packet. You must submit new substantive information and documentation plus a new letter for your appeal to be forwarded for further review by the Director.

The Director will review the initial appeal packet on which the committee based their decision. Your letter requesting the additional review of the denial must include the reasons you believe the denial was in error plus the additional documentation. Together this will be used by the Director to make a determination as to the status of your re-appeal for reinstatement. When needed, the Director may schedule a meeting with you to discuss your appeal prior to a final decision. A letter will be mailed to you with the Director's determination as to whether or not the denied appeal will be overturned. Should the Director determine that your denied appeal status is appropriate, no reinstatement of eligibility will be approved. If you disagree with this decision, you may request in writing to the Director, within 14 days of receiving the written notification that your denied appeal packet be forwarded for further review by the Vice President for Business Affairs whose decision is final.

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Attachment 2 – Your Educational Degree Plan & Degree Audit

Students who request reinstatement of aid eligibility must present this form to an Academic/ Faculty Advisor to determine the remaining number of credits the student must earn to complete the degree or certificate program. Submit this form attached to the other required attachments and supporting documents in the Financial Aid Suspension Appeal Packet as “Attachment 2”. The student must be in an eligible Degree or Certificate program in order to receive Federal Financial Aid.

NOTE: This form must be completed and signed by an Academic/Faculty Advisor and the student. The student should submit this form as Attachment 2 along with all other required documentation. **ATTACH COPY OF DEGREE AUDIT.**

Student Name: Last, First, MI _____ (print) SSN*/Student ID Number _____
(see note below)

Academic Year _____ Term of Review _____

Academic Major or Certificate Program: **(current)** _____

- Total # Credits required for Pensacola State College Degree/Certificate _____
- Total # Credits earned toward Pensacola State College Degree/Certificate _____
- Total # Credits needed to complete Pensacola State College Degree/Certificate _____
(Do not include credits needed only for transfer purposes)

Academic/Faculty Advisor’s Comments:

Student Statement: *I certify that I have met with an advisor to discuss my degree program. I have received a copy of the degree audit (DAUDR) and I understand that if I fail to follow this Educational Plan, I risk losing my eligibility for receiving federal financial aid.*

Student Name (Print name) _____ Student Signature _____ Date _____

Advisor Statement: *I certify that I have met with this student and have discussed the academic progress and the degree program and course requirements. I have provided the student with a copy of this Educational Plan and a copy of the degree audit (DAUDR).*

Advisor Name (Print name) _____ Advisor Signature _____ Date _____