

**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS**  
**Financial Aid Continuing Appeal**  
**2015-2016**

**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 reinstated financial aid. 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 your status is Maximum Timeframe, you must submit a “Continuing Appeal Request” for the each new academic year prior to having access to aid.

**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.

**CONTINUING APPEAL INSTRUCTIONS**

**Carefully read and follow all the instructions.**

**There are two (2) required attachments.** A 3<sup>rd</sup> attachment is required of students whose major is applicant to a program. 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 approved 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. Be sure to provide a copy of your degree audit signed by both you and your academic or program advisor.

**Attachment 3**      **Proof of Application**

Are you an applicant to a limited access program?  
(Example: Register Nursing-Applicant [RN-APP])

You must provide a signed and dated copy of the response letter you received after you submitted your application to the program as proof that you have applied for acceptance in the program for which you are requesting your federal aid to be reinstated to complete. Failure to submit this letter will result in automatic denial of reinstatement of federal aid.

## **APPEAL TIMELINES**

**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 Email and a letter sent to your mailing address on file with the Admissions/Records office. Appointments are not scheduled with the Appeals Committee.

**You must make personal arrangements to pay your fees for the current or upcoming semester in order to secure your schedule of classes, you may not receive a decision on your appeal by the time your tuition payment is due. 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**

Your appeal packet will be forwarded to the Appeals Committee for review once your financial aid file is complete for the year for which you are requesting continued aid eligibility.

The committee will review your appeal in the date order in which it is received. You will be notified via your Pirate Email. A letter will be also mailed to your address on record with the college Records Office. Unsigned forms will NOT be processed. Except during periods of registration, the processing time is 7-14 business days. For continuing appeals, determination will be based on grades for the current term.

## **APPROVED APPEALS**

Students should carefully read the letter sent to them by the committee and carefully adhere to all the conditions set for them in their letter of approval. Failure to follow and comply with the conditions will result in the denial of federal aid eligibility.

## **DENIED APPEALS**

Students will be notified by the Appeal Committee as to the reason(s) their appeal for aid reinstatement was denied. The letter will be sent to your address on record with the college Records Office and your college Pirate Email address. Carefully read the information in the letter from the committee.

If you do not agree with the committee’s decision and have additional documents not yet provided to this office which you believe would impact the original decision, you may submit the additional documentation and a new letter. Your letter and documentation should request further review of your appeal by the Director of Financial Aid/Veteran Services/Scholarships. It must be submitted within 14 days of the date of the letter sent to you. Failure to write a letter and/or submit new additional documentation will result in no change to the Appeal Committee decision.

You will receive a letter from the Director. Should you disagree with their decision, you may submit a written request of the Director to provide your previously submitted documentation, letter, and initial appeal packet for further review to the Student Financial Services Manager whose decision is final.



FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS
Financial Aid Continuing Appeal

Attachment 1 – Continuing Appeal Request

Please print.

Student Name \_\_\_\_\_ SSN\*/Student ID \_\_\_\_\_

(see note below)

Contact Info: Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Pensacola State College Pirate E-mail Address: \_\_\_\_\_@students.pensacolastate.edu

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I am requesting that my previously approved appeal continue for the \_\_\_\_\_ academic year.

Check the first term for which the appeal is being requested (check one ONLY):

\_\_\_\_\_ Fall term (August-December) \_\_\_\_\_ Spring term (January-May) \_\_\_\_\_ Summer Term (May-August)

DO NOT submit a continuing appeal if you cannot check the following statement.
Instead, meet with your FA Representative.

\_\_\_\_\_ I successfully completed the conditions of my approved appeal and I have not changed my major.

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CERTIFICATION:

I have read the Financial Aid Satisfactory Academic Progress Appeal (FASAP) information, continuing appeal instructions, and the appeal process. I understand what is required of me to submit a continuing appeal. I understand that failure to submit any of the required attached documents to support my continuing appeal will result in the appeal being denied.

I am submitting: Attachment 1 Appeal Request
Attachment 2 Educational Degree Plan signed by student and an academic or program advisor.
Attachment 3 Proof of Application

Student Signature

Date

FOR FA/VA OFFICE USE ONLY: FRONT WINDOW \_\_\_\_\_ MAIL \_\_\_\_\_

\_\_\_\_\_ Attachment 1 Continuing Appeal Request
\_\_\_\_\_ Attachment 2 Educational Plan and Degree Audit signed by student and an academic or program advisor.
\_\_\_\_\_ Attachment 3 Proof of Application (if needed)

FA/VA Staff \_\_\_\_\_ Date \_\_\_\_\_

**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS**  
**Financial Aid Continuing Appeal**

**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 a copy of your degree audit signed by you and an advisor.**

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 \_\_\_\_\_  
(Include preparatory credits and required pre-requisites)
- 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:

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**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 _____
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**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 _____
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**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS**  
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**Attachment 3 – Proof of Application to Pensacola State College**  
**Limited Access Programs**

I have applied for acceptance in the \_\_\_\_\_ program at Pensacola State College. My letter confirming my application is attached.

\_\_\_\_\_  
Student Name (Print name)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Attachment 3 is required of all students whose program of study indicates APP in the Pensacola State College student record system. Please note that all clock hour program certificates listed as APP such as LPN-APP are ineligible for federal aid.