

**FINANCIAL AID/VETERAN SERVICES/SCHOLARSHIPS**  
**Financial Aid Continuing Appeal**  
**2016-2017**

**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 each new academic year prior to having access to aid. If, however, students encounter new extenuating circumstance(s), not reported in prior appeals, an additional appeal, rather than a Continuing Appeal, would be appropriate and could receive consideration.

**CONTINUING APPEAL INSTRUCTIONS**

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

**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 based 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.

**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.

**APPEAL TIMELINES**

**Your financial aid file must be complete before your appeal packet will be submitted to the Appeal Committee for review.**

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 record with the Admissions/Records Office. Appointments are not scheduled with the Appeal 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.**

## **APPEAL COMMITTEE PROCESS**

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 approximately 14 business days. For continuing appeals, determination will be based on grades for the previous term and progression towards degree/ certificate completion.

## **APPROVED APPEALS**

Students should carefully read the letter sent to them by the committee and 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 reinstatement.

## **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. Read the information in the letter from the Committee carefully.

If you do not agree with the Committee's decision and have substantive additional information and documentations, you may submit a written letter of disagreement to 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's decision.

You will receive a letter from the Director 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

\*\*\*\*\*

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 one of the following statements.
Instead, meet with your FA Representative.

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

\_\_\_\_\_ I successfully completed my prior approved appeal and my major has changed to \_\_\_\_\_ based on
my previously approved career path. major

\*\*\*\*\*

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.



Check off all items you are submitting:

Attachment 1 Appeal Request

Attachment 2 Educational Degree Plan signed by student and an academic or program
advisor.

\_\_\_\_\_  
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.
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. 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. 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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 and I understand that if I fail to follow this Educational Plan, my reinstated eligibility for receiving federal financial aid may be cancelled.*

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

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

Advisor Name (Print name) \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_