



## FINANCIAL AID, VETERAN SERVICES, AND SCHOLARSHIPS

### Financial Aid Continuing Appeal - 2023-2024

**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 would be appropriate and could receive consideration.

### **CONTINUING APPEAL 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 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.

### **APPEAL TIMELINES**

**Your financial aid file must be complete before your appeal packet will be submitted to the appeal committee to review.** *If you are currently enrolled, you must wait until your grades for the current term have posted to submit an appeal.* All appeals are considered “pending” until the committee decision is made. 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 because 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. The committee will review your appeal in the date order in which it is received. Except during periods of registration, the processing time is approximately 14 business days. You will be notified via your Pirate Email. Unsigned forms will **NOT** be processed. For continuing appeals, determination will be based on grades for the previous term.

If the appeal is approved, you should make plans to adhere to all the conditions set for you in the email. Failure to follow and comply with all the conditions will result in the denial of Federal aid eligibility. Questions or concerns about the conditions must be addressed within 14 days. If your appeal is denied, you may submit a written letter of disagreement to the Director of Financial Aid, Veteran Services, and Scholarships. It must be submitted within 14 days of the date of the email 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 whose decision is final.



FINANCIAL AID, VETERAN SERVICES, AND SCHOLARSHIPS
Financial Aid Continuing Appeal, Attachment 1 – Continuing Appeal Request

Student Name (Print name) Date of Birth Student ID

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 a Financial Aid Staff Member.

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.

\*\*\*\*\*

STUDENT CERTIFICATION & AGREEMENT:

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 Continuing Appeal Request Form
Attachment 2 Educational Degree Plan signed by student and an academic or program advisor

Student Signature Date

FOR FAVA OFFICE USE ONLY: FRONT WINDOW MAIL
Attachment 1 Continuing Appeal Request
Attachment 2 Educational Plan and Degree Audit signed by student and academic or program advisor
FAVA Staff Date



FINANCIAL AID, VETERAN SERVICES, AND 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)

Student ID Number

Date of Birth

Academic Year

Term of Review

Academic Major or Certificate Program: (current)

Total # Credits Required for Pensacola State College Degree/Certificate (Including developmental and prerequisite credit hours required)

Total # Credits Earned toward Pensacola State College Degree/Certificate (Do not include developmental courses that are not in the required program of study)

Total # Credits needed to complete Pensacola State College Degree/Certificate (Do not include additional credits needed only for transfer purposes)

Based on student's current enrollment status, program of study, enrollment plan, and academic progress, the student's anticipated graduation date is: Year/Term /

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, 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 signed copy of the degree audit.

Advisor Name (Print name)

Advisor Signature

Date