

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

Office of Student Financial Aid
P.O. Box 780
Memphis, TN 38101-0780
(901) 333-5960

FINANCIAL AID APPEAL FORM

**WARNING: Approval of this appeal DOES NOT satisfy any prior debt owed to the College.
Prior balances must be paid before registering for classes.**

Student's Name _____ ID # _____

Address _____
City State ZIP Code

Home Telephone # _____ Work Telephone # _____

Southwest E-mail Address _____

IMPORTANT – READ THESE INSTRUCTIONS CAREFULLY

Circumstance(s) for which you are appealing (please mark one)

_____ **Fail cumulative GPA (GPA)** _____ **Current Cumulative GPA**
You have not met the minimum GPA requirements for the total number of attempted course hours.

<u>Attempted Hours</u>	<u>GPA</u>
1-14	No minimum GPA
14.1-26	1.0
26.1-40	1.4
40.1-48	1.7
48.1-56	1.9
56.1 and above	2.0

_____ **Fail maximum hours** _____ **Total Attempted Hours**
You have exceeded the number of hours allowed for your particular program of study (major). Each program has a maximum number of hours allowed in which a student can receive federal aid. Once the student has exceeded that number of hours, he/she is no longer eligible to receive federal aid. **You must submit this appeal form along with a copy of your current class schedule, a copy of your unofficial Southwest transcript, a signed academic plan and a signed degree audit – detailing remaining courses in the program to graduate - from your Professional Academic Advisor.**

_____ **Complete less than two thirds**
You must complete (earn A, B, C, D, P, N, F or S grades) two-thirds (67%) of your enrolled courses. If you complete less than 67%, you must complete a financial aid appeal.

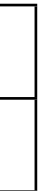
_____ **Total Passed Hours / _____ Total Attempted Hours = _____ %**

Please type or print an explanation of circumstances that led to your need to file this appeal. You must submit documentation to support your circumstance (see guidance document).

What is your plan of action to resolve your lack of academic progression?

Student signature

Date



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Satisfactory Academic Progress

Students who receive federal financial aid are required to make and maintain satisfactory academic progress. The federal guidelines state Satisfactory Academic Progress (SAP) is defined as passing a required percentage of hours and maintaining a minimum grade point average (GPA) of 2.0 on a 4-point scale, Southwest Tennessee Community College (Southwest) has a different scale (see below).

Progress Standards

All students who receive Title IV financial aid must be working toward a degree at Southwest. In order to assure that the student is making SAP, both in terms of number of hours completed and cumulative GPA, Southwest will evaluate students at the end of each payment period.

Based on the chart below, a student's overall GPA must correspond to the number of credits attempted.

Total Credits Attempted	Minimum Grade Point Average
1-14	No minimum
14.1-26	1.0
26.1-40	1.4
40.1-48	1.7
48.1-56	1.9
56.1 and above	2.0

Reason 2: Failure to meet the 67% Rule

At least, two-thirds (67%) of all credits attempted must be earned (passed). Grades of A, B, C, or D will be considered as hours attempted and earned. Grades of F, N, W, or I will be considered as hours attempted, but will NOT be considered as hours earned.

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Appeal Process

Appeals for re-establishing eligibility may be based on extenuating circumstances that prohibited the student from meeting SAP standards during the probation period. Extenuating circumstances must be supported by official documents.

Students have the right to appeal their financial aid status if they do not meet the requirements of this policy. All appeals must be submitted in writing and must be signed and submitted to the Financial Aid Office with supporting documents. Individual appeals will be reviewed by the Financial Aid Appeal Committee to determine the student's eligibility. The student will be notified of the decision in writing, normally within ten days of the appeal.

If the student wishes to appeal the Financial Aid Appeal Committee decision, he/she can make a further appeal to the Vice President of Enrollment Management / Student Affairs.

Examples of Extenuating Circumstances

Extenuating circumstances are formally defined as: "circumstances beyond the student's control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do or stop attending classes (includes official and unofficial withdrawals).

- Documented medical/health issues
 - Must be a Physician's statement or copies of medical records
- A serious family emergency
 - Must have two letters to verify situation.
 - If medical emergency, need a Physician's statement or copies of medical records
- Death of an immediate family member
 - Must provide copy of death certificate or obituary
- Divorce (prevents student from attending classes)
 - Must have a letter from an attorney if divorce is pending , if it final must provide court documents
- Homelessness
 - Must provide two letters to verify situation
- Major accident or injury (Self, child, or parent)
 - Must have police report or documentation from Physician/medical records if injured
- Work commitments (prevents student from attending classes)
 - Must have statement from employer on company letterhead
- Loss of transportation (prevents student from attending classes)
 - If vehicle is being repaired, need estimate or documentation from repair company; if not
 - Must provide two letters to verify situation
- Long term Jury duty service
 - Must have copy of jury duty notice

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Examples of Extenuating Circumstances (continued)

- Legal problems (incarceration)
 - Must have copies of release papers if incarcerated
 - Must have paperwork (on letterhead) if an attorney is involved
 - Must have court documents if court is involved
- Victim of a crime or unexpected disaster
 - Must have copy of police report or official record of disaster

What Circumstances Are NOT Taken Into Account?

The following are examples of circumstances which are NOT considered to be relevant for the instatement of marks due to failure to meet a deadline:

- Minor ailments and illnesses on the day of coursework submission (such as colds, coughs, sprains, headache).
- Personal disruptions or events which could have been anticipated; such as:
 - Holidays, weddings, being a single parent, lack of childcare, repeated transportation issues, changing address or employment, religious holidays or festivals which are usually known in advance.
- Study-related circumstances; such as:
 - Computer failure, printing problems, unavailability of books, photocopying problems, as these problems should be factored into the organization of your work load.