

2013-2014 Financial Aid Appeal Form

PTC ID: _____ Name: _____

Students who fail to meet the standards of satisfactory academic progress as defined in the Piedmont Technical College Catalog and Student Handbook may submit an appeal. Sometimes academic difficulties result from things beyond the student's control such as illness, separation/divorce, or work-related problems. The Appeals Committee may consider appeals based on these circumstances provided the appeals are accompanied by appropriate documentation.

	SAP Appeals Due By:	SAP Appeals NOT Accepted After:
Fall 2012	August 15, 2013	August 22, 2013
Spring 2013	January 10, 2014	January 17, 2014
Summer 2013	May 16, 2014	May 21, 2014

SECTION A

Semester for which you are appealing for aid:

- Fall 2013
 Spring 2014
 Summer 2014

Reason for not meeting Satisfactory Academic Progress:

- GPA under 2.0
 Less than 67% Completion Rate

SECTION B

Reason for appeal (You may only appeal the same situation once):

- Personal injury or illness** (must have occurred during semester(s) of academic difficulty)—Requires doctor's statement, hospital records, or accident/police report
- Death or serious illness of an immediate family member** (parents, grandparents, children, spouse, sibling)—Requires doctor's statement, hospital records or a death certificate/obituary notice
- Employment changes**—Requires documents to show loss of job or other changes in employment
- Divorce or separation in the student's immediate family**—Requires divorce/separation documents or letter from attorney
- Poor judgment or immaturity (limited to one appeal)**—Requires a copy of your unofficial transcript.
- Other**—Requires supporting documentation

SECTION C

You (the student) must **write a letter** addressed to the Financial Aid Appeals Review Committee describing, in detail, the extenuating circumstances that prevented you from meeting Satisfactory Academic Progress. Additionally, you should address what steps you have taken to remedy the situation and specific actions you will take to improve your academic progress. **This letter should be typed, or printed legibly on a separate sheet of paper.**

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SECTION D

If your appeal is approved, you will be placed on Financial Aid Probation with an Academic Plan. Below are the terms of the Academic Plan. You should read them carefully, along with the student certification before signing.

Satisfactory Academic Progress (SAP) Academic Plan

1. I understand that while I am on financial aid probation, I must meet the following stipulations:
 - a. Complete 100% of the credit hours attempted (withdrawals, incomplete grades and failures do not meet this requirement), and
 - b. Achieve a semester GPA of at least 2.0.
2. I understand that if I continue to meet these stipulations, I will eventually be meeting the SAP policy overall, will be taken off of financial aid probation and can complete my program of study within the maximum time period allowed.
3. I understand that if I fail to meet any of the stipulations, I will be suspended from receiving any federal financial aid and S.C. Need Based Grant. I also acknowledge that a second appeal will only be allowed for documented extenuating circumstances that occur during the probationary period such as prolonged hospitalization, death in the family or a change in work hours that conflict with the class schedule. I acknowledge that extenuating circumstances do not include being a single parent or working full-time while attending school.
4. I understand that I should discuss my options with a financial aid counselor prior to dropping or withdrawing from any course(s).
5. I acknowledge that I have read and understand each item on this academic plan and that I am advised to keep a copy of this academic plan for my records.

Student Certification:

1. I understand submitting an appeal does not automatically guarantee approval and that appeals without supporting documentation will be denied.
2. I understand that if I currently have any incomplete grades, my appeal will NOT be reviewed until all final grade(s) are reported.
3. I understand that I am responsible for paying any tuition and fees that become due to Piedmont Technical College while my appeal is in progress. Late appeals will not be reviewed until after peak service times.

Items to submit:

- Completed Satisfactory Academic Progress Form
- Letter explaining circumstance for Appeal
- Documentation of extenuating circumstance (appeals with no documentation will be denied).

Student's Signature _____ **Date** _____

Results of your appeal will be posted in your PTC Pathway account under messages. Letters will not be mailed to your home address. Please do not call the Financial Aid Office as results will NOT be given over the phone.