2011 – 2012
Piedmont Technical College
FINANCIAL AID APPEAL FORM

Please PRINT the following information CLEARLY and COMPLETELY:

Name_________________________ PTC ID# __________________

Phone # (  ) ___________ Cell Phone (  ) ___________ Email Address __________________
(Note: All changes or corrections must be made through Student Records)

Major ___________________________ Expected Graduation Date _______________

Semester for which you are appealing for aid: ____ Fall 2011    ____ Spring 2012    ____ Summer 2012

Reason for not meeting Satisfactory Academic Progress:
☐ GPA under 2.0    ☐ Less than 67% completion rate

ALL APPEALS MUST HAVE DOCUMENTATION. INCOMPLETE APPEALS WILL NOT BE CONSIDERED.

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.

Explain in detail exactly what happened that caused you to withdraw from or fail your classes. Be date specific.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

Both sides of form must be completed.
Failure to complete ALL sections of this form will result in appeal denial.

### Academic Plan to Meet Standards of Satisfactory Academic Progress

<table>
<thead>
<tr>
<th>Must respond to the following questions:</th>
<th>Always</th>
<th>Usually</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Never</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Did you buy the assigned text books &amp;/or other required learning materials?</td>
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<td>2. Did you refer to the course syllabi?</td>
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<td>3. Did you read or listen to the assigned materials before &amp; after lecture?</td>
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<td>4. Did you attend class or check in online regularly?</td>
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<td>5. Did you complete all assignments on time?</td>
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<td>6. Did you participate in class discussions?</td>
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<td>7. Did you take notes in class and review your notes after taking them?</td>
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<td>8. Did you take all online courses?</td>
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<td>9. Did you contact your instructor when having problems in class?</td>
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<td>10. Did you contact your academic advisor to discuss academic progress?</td>
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</table>

### List 3 specific actions you will take to improve your academic progress:

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

### Student Certification:

- I understand submitting an appeal does not automatically guarantee approval and that appeals without supporting documentation will be denied.
- 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.**
- I understand if my appeal is approved and I successfully complete all classes with a grade of C or better, I will not be required to complete another appeal in following semesters. Otherwise, I will remain on Financial Aid Suspension until the Standards of Satisfactory Academic Progress have been met.
- In addition, I understand my obligations and requirements, and that I am entering into a contract with the College to successfully complete the courses that I’ve enrolled in for the current and all future terms.

**Student’s Signature________________________________ Date________________**

Results of your appeal will be emailed directly to your PTC Pathway email address. **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.

*Both sides of form must be completed.*