



2012-2013 Financial Aid Appeal Form

Financial Aid includes: Pell Grant, Loans, SEOG, SC Need Based Grant, Lottery, LIFE & Federal Work Study

Dear Student,

Piedmont Technical College has a Satisfactory Academic Progress (SAP) policy in place based on federal and state mandates. This policy measures a student's performance in the following areas: 1) Cumulative completion rate; 2) Cumulative grade point average (GPA), and 3) Length of Eligibility. The SAP policy applies to all students applying for or receiving federal and/or state funds. The intent of this policy is to ensure that students who are receiving federal and certain types of state (excluding Lottery Tuition Assistance) financial aid are making measurable progress toward completion of a degree, diploma, or certificate program within a reasonable time frame.

Requirements of the SAP Policy:

- **Cumulative completion rate** MUST be 67% - this includes all courses attempted (F, W, I, NC, and CF do count)
- **Cumulative Grade Point Average** – must be 2.0 each semester or term
- **Length of Eligibility** – A program must be completed within 150% of the number of credits required in the program.

Appeal of Financial Aid Ineligibility:

- A student on financial aid suspension may appeal by completion of the Appeal Form indicating reasons why he or she did not achieve minimum academic standards. Acceptable reasons are listed on the attached appeal form. Student may only appeal the same situation once. Previous medical history cannot be used as an acceptable reason for ongoing semesters. **Supporting documentation must be provided with appeal.**
- Students who have exceeded the maximum attempted hours (150 percent of the semester hours required for the program of study) may appeal by submitting a completed Degree Evaluation/Program Assessment Form, signed by the student and advisor. Aid will be awarded for required courses ONLY.
- All appeals received must be submitted by the published deadline for each semester located in the PTC Student Calendar. Appeals received after that date will not be reviewed until the next semester.
- Upon review by the Financial Aid Appeals Committee, the student will be advised by email of the committee's decision.
- If your appeal is approved, you must complete all classes within the semester in order to receive financial aid for all subsequent semesters. You do NOT have to re-appeal after each semester. **If ALL classes are not completed successfully, student will remain on financial aid suspension until SAP standards are met. No additional appeals will be accepted.**

If you are currently on financial aid suspension and would like to appeal to receive financial aid, please complete the attached appeal form on both front and back. **Any incomplete appeals received will not be considered.** Also, please provide all supporting documentation when submitting your appeal. **Appeals without supporting documents will not be considered.** Completed appeals and documentation can be submitted to the Financial Aid Office. The complete SAP Policy can be viewed on PTC's website at www.ptc.edu/admissions/fininfo.

Sincerely,

Office of Financial Aid

Both sides of form must be completed.

2012 – 2013
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 _____

	SAP Appeals Due By:	SAP Appeals NOT Accepted After:
Fall 2012	August	August
Spring 2013	January	January
Summer 2013	May	May

Semester for which you are appealing for aid: _____ Fall 2012 _____ Spring 2013 _____ Summer 2013

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.
- Other**—Requires supporting documentation

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

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

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

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 if I currently have any incomplete grades, my appeal will NOT be reviewed until all final grade(s) are reported.
- 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, 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 and no additional appeals will be accepted.
- In addition, I understand my obligations and requirements, and that I am entering into a contract with the College to successfully complete all 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.