

Appeal Committee Use Only:

Appeal Semester: _____
Completion Rate: _____ GPA: _____
Reinstated: _____
Review Status: _____
Reason: _____
Plan—OT or AP: _____
Reviewer Initials: _____ Date _____



OFFICE OF FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS APPEAL

(This form should be completed if your financial aid is being withheld for failure to meet satisfactory academic progress as required.)

Name: Student ID or SS#:

E-mail: Phone #:

(Use student e-mail address **only**—we do not reply to non OTC e-mail addresses.)

Term and year for which you are applying for reinstatement of aid: Semester: Year:

Please explain below the unique/extenuating circumstances, which resulted in your inability to maintain satisfactory academic progress. Please attach additional pages if needed. (Third party letter head documentation must be provided to support/prove your case.)

Indicate how these circumstances have changed so that you can comply with the regulations in the future—must provide third party documentation to substantiate/prove your case (for example; medical circumstances must be documented with a statement from your doctor). Please attach additional pages if needed. You should be aware that readmission to Ogeechee Technical College is not considered an adequate reason for reinstating your financial aid. Extenuating circumstances must exist and be proven by third party documentation (using their letter head).

Student Signature

Date

Need a Financial Aid Appeal?

If you are on Financial Aid suspension and would like to apply for an appeal you may do so by applying online or by stopping by Financial Aid to obtain an Academic Progress Appeal application. An appeals class/briefing schedule, which must be attended when applying, may be obtained by going online at

(<http://www.ogeecheetech.edu/workshops>~~http://www.ogeecheetech.edu/workshops~~) or through Financial Aid. The Satisfactory Academic Progress (SAP) appeal form **must be completed prior to attending the Financial Aid Appeals Class and brought to the class**—along with **third party letter head** supporting documentation and will be taken up after the briefing. Be advised that applications submitted without supporting documentation may be disapproved. Please follow the following steps:

1. Obtain and fill out the Satisfactory Academic Progress Appeal (SAP) form—take the completed application with all supporting documentation to the class with you. Please note that third party supporting documentation must accompany your application to support/prove your unique/extenuating circumstances for not being able to maintain SAP—applications without supporting documentation may not be considered for approval.
2. Select the Appeals Class (<http://www.ogeecheetech.edu/workshops>~~http://www.ogeecheetech.edu/workshops~~) you wish to attend—remember...the appeal process does not start until after you have attended the class. Class time usually runs from 45 minutes to an hour—admittance to the class **will not be allowed once the class session starts** (class will start at the scheduled time—plan to be at least 5-10 minutes early to avoid being locked out)—**if late please do not attempt to enter the class if the doors have already been closed.**
3. The Appeals Class Instructor will collect your completed application for submission to the Appeal Committee—ensure all medical and other documentation is submitted with the application. Note: **Applications submitted without third party documentation to prove/support your claim may not be considered for approval.** Don't leave class until your form has been collected to prove you attended.
4. Your Satisfactory Academic Progress Appeal form will be reviewed by an Appeals Committee for approval or disapproval not Financial Aid—may take 1-7 days for approval, check your e-mail and Banner Web.
5. The status of your appeal will be corresponded through your student e-mail and Banner Web accounts—if the e-mail address cannot be read or is invalid then notification will be made through your Banner Web account only.
6. Again...submitted Satisfactory Academic Progress Appeal (SAP) forms taken up after the class are usually reviewed within three days to a week. The Appeals Committee will relay your status by your student e-mail account and Financial Aid will post the results to your Banner Web account after the review process.

Unique or extenuating circumstances “currently” being accepted as valid reasons for appeal approval:

- College at fault issues—reviewed on a case-by-case basis
- Natural disaster (loss of primary residence due to hurricane, tornado, fire, etc.)
- Students receiving or entitled to accommodations due to a disability
- Victims of abuse
- Wrongful incarceration
- Loss of home (eviction, foreclosure, fire, etc.)
- Medical (personal, family, death in family, etc.)
- Military move, military duty, etc.
- Some transportation issues—reviewed on a case-by-case basis

Circumstances “currently” **not** being accepted as valid reasons for appeal approval:

- Lack of transportation—lost ride that was being provided by someone else
- Wasn't focused on school—more mature now, Instructor didn't teach where I could learn the material, etc.
- Withdrew because I had to go to work or changed jobs
- Had to stay home with the children—childcare issues
- Moved to another town or house (non eviction)

SATISFACTORY ACADEMIC PROGRESS APPEAL

Extenuating Circumstance/Reason for Appeal Check Sheet

(Please attach to the front of your documentation)

Name: _____ Student ID: _____

1. Which Extenuating Circumstance/Reason are you claiming from the approved listing below (Please note that selecting the category of “Other” and submitting an Extenuating Circumstance/Reason that is not currently accepted as a valid category may be grounds for disapproval, but will be evaluated for possible addition to the approved listing—all circumstances/reasons will be evaluated and looked at for possible approval.):

Unique or Extenuating Circumstances—currently being accepted as valid reasons:

(Please **check** the extenuating circumstance you are filing.)

College at fault issues—reviewed on a case-by-case basis

Natural disaster (loss of primary residence due to hurricane, tornado, fire, etc.)

Students receiving or entitled to accommodations due to a disability (see Sabrina Burns, Rm 189)

Victims of abuse

Wrongful incarceration

Loss of home (eviction, foreclosure, fire, etc.)

Medical (personal, family, death in family, etc.)

Certain transportation issues

Other (Specify): _____

2. Your “Documentation” includes to and from dates so a time frame can be established:

Yes

No

3. Your “Documentation” includes a “third party” signature on letter head to support your claim:

Yes

No

4. Your “Documentation” includes “your name” so that the reviewer can verify the documentation is intended for you:

Yes

No

Please note: answering “**No**” to any item above, submitting an “**unapproved circumstance**” and/or not submitting valid third party documentation may be grounds for disapproval, however; those disapproved may resubmit amended documentation for re-evaluation. Documentation must be third party and on the third party’s letter head.