

FINANCIAL AID APPEAL

Section I.

STUDENT INFORMATION:

Student ID: _____

Last Name: _____ First Name: _____

Are you currently Enrolled in classes? _____ (Yes) _____ (No)

If not currently enrolled, which semester do you plan to enroll for? _____ (Fall) _____ (Spring) _____ (Summer)

Section II.

DIRECTIONS: An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon events beyond their control. Please indicate which circumstance below that best applies to you (must check at least one):

- Illness or Injury:** (myself or immediate family member) which prevented my attending class (Immediate *family is spouse, parents, step-parents, children, step-children, grandparents, siblings, step-sibling*) Pregnancy alone is not an appealable reason UNLESS unforeseen pregnancy complications occur, which results in bedrest or extended hospitalization. Documentation is required*.
- Death of Immediate Family Member:** (*Immediate family is spouse, parents, step-parents, children, step-children, grandparents, siblings, step-sibling*) Documentation is required*.
- Unavoidable Work Conflict:** (*excessive work hours (40+ consistently or unavoidable schedule changes)*) Documentation is required*.
- COVID 19 related reason:** (*illness, mandatory quarantine, quarantine outside of state/locality*). Documentation is required*.
- Other:** Documentation is required*.

*****Documentation is additional evidence to support what you write in this appeal. Types of documentation examples are: obituaries, doctor's notes, employer letters, etc. Please note that submission of these types of documentation do not guarantee approval and are only to serve as examples.**

FINANCIAL AID APPEAL CONSENT

I have read the Financial Aid Satisfactory Academic Progress Appeal form including the SAP Appeal Policy attached. I understand that I must provide documentation for each unsuccessful term. I also understand that I will be notified of the decision through my Pitt student email within 7-10 business days. If you are submitting the appeal within 7-10 days of a balance due date, you must make arrangements to pay your balance until your appeal is reviewed.

Signature _____ Date: _____

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Section III.

DIRECTIONS: In the following section, you will address **EACH** semester of poor performance. This includes ALL W's, OW's, F's, R's and IP's. Please refer to your unofficial transcript to determine which semesters need to be addressed.

YOU MUST DISCUSS AND DOCUMENT EACH SEMESTER YOU DID NOT PASS/EARN CREDIT IN ALL ATTEMPTED CLASSES. YOU MUST ALSO PROVIDE APPROPRIATE DOCUMENTATION FOR EACH SEMESTER ADDRESSED OR YOUR APPEAL WILL BE DENIED. (WE's and/or IE's do not need to be addressed)

Semester _____ Year _____

Please describe the circumstance(s) that was beyond your control: (Attach documentation)

How has this issued been resolved?

Semester _____ Year _____

Please describe the circumstance(s) that was beyond your control: (Attach documentation)

How has this issued been resolved?

Semester _____ Year _____

Please describe the circumstance(s) that was beyond your control: (Attach documentation)

How has this issued been resolved?

FINANCIAL AID APPEAL

Satisfactory Academic Progress Appeal Policy

Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for “extraordinary” circumstances to the Financial Aid Appeals Committee. See below for example of extenuating circumstances:
 - a. Serious Illness
 - b. Accident
 - c. Death of an immediate family member
 - d. Act of Nature (Flooding, hurricane, fire, tornado, etc. causing extensive damage to home)
2. Appeals must be on the official appeals form and MUST have appropriate documentation attached.
3. Appeals must be submitted before the deadline date.
4. Appeals will be limited to a total of 3 appeals if for GPA or Pass Rate
5. Appeals will be limited to 1 appeal if for 150% Maximum Timeframe
6. Appeals are reviewed for non-attending students first with a decision emailed to your PCC email within 7-14 business days. Appeals are reviewed for attending students after final grades for the term have posted.
7. The decision of the appeals committee is final.

Appeal Process for GPA or Pass Rate

1. A SAP counselor will review appeals to determine if they meet certain criteria. If criteria is not met, then appeal will not be reviewed.
 - a. Student must be appealing for the following reasons
 - i. Illness or injury (student or immediate family member)
 - ii. Death of immediate family member
 - iii. Transportation issues
 - iv. Unavoidable Work Conflict
 - v. Other Unavoidable Event
2. A SAP counselor will determine whether or not student can regain satisfactory academic progress (2.0 GPA and 67% pass rate) within the required timeframe. This timeframe is one year or 32 credits.
 - a. If student will not be able to regain eligibility within timeframe, the appeal will be denied.
 - b. If student is able to regain eligibility within time frame, the appeal will go to the Financial Aid Appeals Committee.
3. If approved, appeals will give a time frame of 1 year (3 consecutive semesters) from the date of approval to regain satisfactory academic progress. At that time, if a student is unable to meet satisfactory academic progress (2.0 GPA and 67% pass rate) within that 1-year timeframe (3 consecutive semesters), the appeal will be canceled and the student will be responsible for the amount of their tuition, fees, and books.
4. If denied, a student will be responsible for the amount of their tuition, fees, and books.

Appeal Process for 150% Maximum Timeframe

1. A SAP counselor will review appeals of students who violate the 150% maximum timeframe to determine if they meet certain criteria. If criteria are not met, then appeal will not be reviewed.
2. Students must have the following included in their appeal:
 - a. Student must have their academic advisor write a letter that includes the classes needed to graduate and their expected graduation date or;
 - b. Student must attach their SEP (Student Educational Plan).
3. A SAP counselor will determine whether or not student can complete the program within the required timeframe
 - a. If student will not be able to complete within the allowable timeframe, the appeal will be denied.
 - b. If student is able to complete the program within the allowable timeframe, the appeal will go to the Financial Aid Appeals Committee.
4. If approved, appeals for 150% Maximum Timeframe will give a timeframe of 3 semesters to graduate. It is imperative that the student graduates at that time, as there will not be any opportunities to appeal for 150% Maximum Timeframe again.

FINANCIAL AID APPEAL

PCC SATISFACTORY ACADEMIC PROGRESS APPEAL GUIDELINES

1. Log in to your Self Service to determine why you need to do an appeal – GPA below 2.0, pass rate below 67%, Both GPA and pass rate below the required levels, or have exceeded the maximum 150%.
2. Identify which circumstance applies to you – (Illness/Injury, death, court dates, transportation, etc.)
3. Identify the semester and year of poor performance (use the unofficial transcript)
4. Briefly explain why you failed to make satisfactory academic progress – repeat for each term that you had poor performance or withdrawals. Make sure you print clearly.
5. Attach and label the documentation. The documentation should have the semester and year written at the top of the document. For example, if you are explaining why you withdrew from the 2020 fall semester your documentation should have ‘2020 fall’ written at the top of the document. (Do not submit your entire medical history – only the pertinent documents.)
6. **Documentation is mandatory.** Failure to provide documentation for **all** semesters of poor performance will lead to denial of your appeal.
7. Submission of this appeal does not guarantee approval. Having your appeal reviewed before submission also does not guarantee approval.
8. Decisions will be emailed to your PCC email in 7-10 business days.
9. If you are submitting the appeal within 7-10 days of a balance due date, you must make arrangements to pay your balance until your appeal is reviewed.

Submit via email, fax, mail or in person.

Email: pccfa@email.pittcc.edu

Fax number: 252-321-4201

May be mailed to:
Pitt Community College
ATTN: Financial Aid Office
P.O. Drawer 7007
Greenville, NC 27835