



# FINANCIAL AID SUSPENSION APPEAL FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ FLC ID Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Term you are requesting the reinstatement of your financial aid: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

<b>To appeal:</b> <ul style="list-style-type: none"><li>• Student must not be on Academic Disqualification.</li><li>• Student must submit a complete appeal package by the appropriate deadline. Deadlines are published on financial aid website.</li></ul>	
REASON FOR APPEAL	HOW TO APPEAL
<b>___ GPA and/or Pace Suspension</b> I am appealing because I did not meet the GPA requirement for my college level or remedial level coursework and/or pace requirement. <b>Please check the reason(s) contributing to the suspension:</b> <input type="checkbox"/> Death of a family member <input type="checkbox"/> My serious injury or illness <input type="checkbox"/> Special circumstances beyond my control	<b>Along with this form, a complete appeal must include the following:</b> <ol style="list-style-type: none"><li>1. <u>Personal Statement</u> – Describe the nature of the event, when it occurred, how it affected your ability to complete your coursework, and what has changed in your situation that will allow you to be successful in the future.</li><li>2. <u>Documentation</u> – Provide documentation to support your appeal (see guidelines on reverse side of this form).</li></ol>
<b>___ Maximum Time Frame Suspension</b> I am appealing because I have attempted more than the allowed credit hours for my degree program.	<b>Along with this form, include the following:</b> <ol style="list-style-type: none"><li>1. <u>Personal Statement</u> – Explain the reasons you have exceeded the maximum time frame to complete your degree program, state what major you are now pursuing, and outline your plan to graduate in the most efficient manner.</li><li>2. <u>Program/Degree Plan</u> – Complete a program/degree plan with a professional advisor. Include only courses necessary to complete your degree. Courses for minors and double majors cannot be included.</li></ol>
<b>___ Other</b> - I am currently following a degree plan, but I am requesting a revision of my plan, <b>OR</b> I am re-appealing because I did not follow my approved degree plan from my last suspension.	<b>Along with this form please submit the following:</b> <ol style="list-style-type: none"><li>1. <u>Personal Statement</u> – Explain either what occurred and that prevented you from following your financial aid degree plan or describe why you are requesting a change in your degree plan. Attach any relevant documentation <b><u>AND a new degree plan.</u></b></li></ol>
<b>___ Earn Back</b> – I am requesting the reinstatement of my financial aid because: I am now meeting all financial aid satisfactory academic progress requirements, I have provided official transcripts from my off-campus program, OR, I am a returning student starting a graduate program.	<b>Sign and return this appeal form to Financial Aid before the last day of classes during the term you are requesting aid for.</b>

## Certification:

- I understand that my complete appeal package must be turned in by the published deadline to be considered for that term.
- I certify the information contained in this financial aid suspension appeal form, my personal statement, and supporting documentation is accurate and complete to the best of my knowledge.
- I understand that any false information will be cause for the denial, reduction, and/or repayment of student financial aid and for Student Conduct Code violation proceedings.
- I understand that submitting this appeal form does not guarantee an approval, and that if my appeal is approved my financial aid award is subject to change.
- I understand that if my financial aid is reinstated through the maximum time frame appeal process my financial aid eligibility will be based on the courses noted on the approved degree plan.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# FINANCIAL AID SUSPENSION INFORMATION

If you receive federal, state, or institutional need-based aid or state merit aid, the Financial Aid Office monitors your grades, course completion rates, and overall attempted hours to certify that you are making satisfactory academic progress. Satisfactory academic progress standards are published on the Financial Aid website ([www.fortlewis.edu/financialaid](http://www.fortlewis.edu/financialaid)). You have been suspended from financial aid because you did not meet those standards. To receive financial aid in the future, you must either be approved for immediate reinstatement through the appeals process or by attending Fort Lewis College without benefit of aid until standards are met.

## Reinstatement of Financial Aid through the Appeals Process

If you are appealing for immediate reinstatement of aid, please note:

- You must have grounds for appeal that are allowable under federal policy.
- Only complete appeals will be reviewed.
- Late appeals may be reviewed at the committee's next available hearing.
- The Financial Aid Appeals Committee may establish conditions on your reinstatement of aid. These conditions will be communicated along with the committee's decision.

## Reinstatement of Financial Aid by Meeting Standards

If your appeal is denied or you do not want to appeal, you can re-establish eligibility by achieving satisfactory progress standards while attending Fort Lewis College without benefit of federal, state, or institutional need-based aid. Once you have met standards you must submit a new appeal form.

## Important Information for Students with Institutional Scholarships

Other types of financial aid such as merit scholarships, athletic scholarships, veteran's benefits and other private scholarships may have different standards that you need to meet to keep receiving them. Please reach out to the organization providing the funding to learn what those standards are if you're unsure. To review the renewal criteria for Fort Lewis College merit scholarships, visit the following website:

<https://www.fortlewis.edu/tuition-aid/financial-aid/understanding-your-merit-scholarship/institutional-scholarships-for-undergraduates>.

## Documentation Examples for GPA and/or Pace Suspension

Student's injury or illness	Copies of medical record <u>or</u> letter stating diagnosis and summary of treatment from a licensed or certified medical or mental health professional.
Death of a family member	Death certificate, published obituary, or memorial service pamphlet.
Special circumstances	Official documentation that verifies the situation, such as police report, insurance claim, social services report, etc.

If you have any questions, please call 970-247-7142, email [finaid\\_off@fortlewis.edu](mailto:finaid_off@fortlewis.edu) or visit the Skyhawk Station.

**You can fax, upload online, hand deliver, or mail in your appeal, but it must be signed by the student and received at the Skyhawk Station by the deadline to be reviewed.**

**FAX**  
970-247-7108

**FILE UPLOAD**  
[www.fortlewis.edu/faupload](http://www.fortlewis.edu/faupload)

**HAND DELIVER**  
Skyhawk Station

**MAIL**  
Fort Lewis College  
Skyhawk Station  
Financial Aid Office  
1000 Rim Drive  
Durango, CO 81301