

# Financial Aid Suspension Appeal Form 2019 – 2020 Academic Year

**Appeal Deadline:** This completed appeal form must be received within 30 days of the Suspension/150% notification. An appeal submitted after the deadline will be denied.

Please check term of appeal:  Fall  Spring  Summer Year: \_\_\_\_\_

## Step One: Student Information

Student ID #	Student's Last Name	Student's First Name	MI
Address	City	State	Zip
Program of Study	Phone Number ( )	Email Address (other than school email)	
To support you and make sure that you are meeting academic progress standards, students are required to meet with their Advisor for a mid-term check-in while on WARNING. Did you meet with your Advisor in the previous semester that you were placed on WARNING for a mid-term check-in?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Students have the right to appeal the loss of financial aid due to not meeting the Satisfactory Academic Progress Policy. The U.S. Department of Education regulations (34 CFR 668.34) state that you must meet one of the following criteria to appeal your suspension from financial aid:

1. Death of a relative of the student
2. Injury or illness of the student
3. Other circumstances that result in undue hardship to the student

## Step Two: Schedule Appointment with Advisor

- ✓ **Set up an appointment to meet with your Advisor by calling 715.803.1797.**
- ✓ **A Student Success Plan will be developed during this meeting.**
- ✓ **VERY IMPORTANT: If you are unable to meet with your Advisor before the 30-day deadline, your appeal form along with supporting documentation must be turned in to the Financial Aid Office before the deadline and the Student Success Plan may be submitted later.**

## Step Three: Personal Statement and Documentation

**Please answer the following questions. Use a separate sheet of paper. A one sentence response is not acceptable. It may be helpful to bring your completed Personal Statement to the appointment with your Advisor.**

1. Explain the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress standards and what has changed to allow you to meet SAP standards at the next evaluation period. (Refer to the Satisfactory Academic Progress Policy on the web at <https://www.ntc.edu/policies/financial-aid-policies/satisfactory-academic-progress>).
2. Provide third-party documentation on professional letterhead to support your appeal. A third party is someone not related (clergy, social worker, case worker, counselor, doctor) who is familiar with your situation and can support the reason for the appeal. **See the back side of this form for examples of acceptable types of third-party documentation that can be used to substantiate the basis of the appeal.**

## Step Four: Enroll In and Successfully Complete Financial Aid Course

- ✓ **You are required to enroll in and successfully complete the Financial Aid Course #77862788 before an appeal can be approved.**
- ✓ **You may do this via your myNTC or by calling Registration at 715.675.3331, Ext. 5861.**

## Student Certification

I certify that all information and documentation I have submitted pertaining to this appeal is true and accurate. I understand that the decision of the Financial Aid Appeal Committee is final.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SATISFACTORY ACADEMIC PROGRESS APPEAL DOCUMENTATION

Circumstance	Documentation (please provide at least one of the following)	
<b>Medical Condition</b>  (Any letter(s) should state the nature of your illness/injury, the date(s) of occurrence, and that you are able to return to school.)	Surgery/Hospitalization	*Letter stating doctor advised period of recovery *Record of doctor visits *Hospitalization records *Copies of medical bills documenting illness/injury
	Mental Health Issue	*Letter from doctor, therapist, or counselor
	Dental Emergency	*Record of dental visits *Letter from dentist *Letter stating dentist advised period of recovery
<b>Student's Children</b>	Child's Medical Condition	*Records from daycare/school that child was required to be kept home (include in appeal the reasons that alternative care was not available and what the plan is if this should occur in the future) *Records from doctor visits *Letter stating doctor advised period of recovery *Hospitalization records
	Daycare Issue	*Letter from former daycare provider *Letter from new daycare provider
<b>Additional Circumstances</b>	Death of a Loved One	*Obituary *Funeral program *Death certificate *Letter from counselor *Documentation should include date and indicate relationship to the deceased
	Eviction	*Eviction notice *Letter from transitional housing program
	Assault/Domestic Abuse	*Police report *Court documentation *Letter from clergy, social worker, counselor, doctor

**Providing documentation does not guarantee that an appeal will be approved.**

**Only complete appeals will be reviewed.**

**A determination will be sent to your NTC email within 14 business days of receiving all required documentation.**

**Return documentation to the Financial Aid Office via:**

**Email: [financialaid@ntc.edu](mailto:financialaid@ntc.edu)**

**Mail: 1000 W Campus Drive, Wausau WI 54401**

**Fax: 715.301.2904**

**OR: drop off at the Financial Aid Office**