

FINANCIAL AID
SHELTON STATE
 COMMUNITY COLLEGE

The student finance appeals team (SFAT) is scheduled to meet the last Tuesday in each month. Your appeal will be evaluated for consideration in the month received provided the complete application is received at least one day prior to our meeting date; otherwise it will be reviewed the following month. The student will be notified via the email address provided on this application of the results of the SFAT meeting, **NO INFORMATION** will be provided over the phone.

Financial Aid SAP Appeal Form

To guarantee consideration of your request so that aid may be available for the semester that you plan to enroll, you **must** submit the following:

- Completed appeal form (all sections)
- Supporting documentation
- Completed FAFSA (completed online at www.fafsa.ed.gov)
- Dependent or Independent verification forms (available online at www.sheltonstate.edu)
- **Signed copy** of the Student and/or Parent current year federal tax papers and W-2 form

All documents **must** be received before the deadline. If documentation is not attached, your application will be return to you marked incomplete. You must document your special or mitigating circumstance. The circumstance will be considered **ONLY** once. (Example: Medical circumstance must be submitted with documentation from your medical provider).

Student Name

Student ID/SSN

Street Address

City State Zip

Email

Telephone number

Please answer all questions: (Completed by student)

1. Have you been placed on Academic Suspension at Shelton State previously? Yes No
2. Indicate the term that you are requesting that your Pell Grant be re-instated?
 Fall _____ Spring _____ Summer _____
3. Please describe the circumstances that caused you to fall below Shelton State's minimum academic standards of progress (SAP) for receiving Pell Grant? **Be specific and indicate the semester(s) you are appealing and provide documentation. (Example: You were enrolled for Spring 2004, you became ill and were hospitalized. You were unable to successfully complete the semester and had to withdraw. Due to medical reasons, you failed to successfully complete the term causing you to fall below the minimum required completion rate of 67%).**

4. Have you submitted an appeal previously? _____, If so, what circumstances have changed since your last appeal?

5. Is there any additional information the Appeals Team should know about your academic performance over the last year you were enrolled?

6. What educational plans have you and your advisor developed to address your academic performance, including recommended courses?

(To be completed by an Advisor based on students declared program of study as listed with Admissions)*
 The courses for the degree plan must be in student's program of study:

Hours completed towards degree plan		Hours needed to graduate		Term requesting aid to be re-instated:	
Courses required to complete the certificate or degree program or recommended courses for SAP					
Course Schedule Term: _____	Credit Hours	Course Schedule Term: _____	Credit Hours	Course Schedule Term: _____	Credit Hours
Course Schedule Term: _____	Credit Hours	Course Schedule Term: _____	Credit Hours	Course Schedule Term: _____	Credit Hours
Required Developmental Courses					

7. What is your anticipated date of graduation? _____

8. What is your program of study as listed with Admission? _____

 Student's signature

 Date

 Advisor's signature*

 Date

Recommendations such as program change, course forgiveness, bankruptcy, graduation evaluation, etc:

INSTRUCTIONS: (You MUST meet the minimum GPA requirement of "C" and the minimum completion rate of 67%)

For consideration, the application must be completely filled out and submitted with documentation to substantiate your special or mitigating circumstance. If the application is incomplete, it will be returned to you marked incomplete.

Questions:

1. If you are returning after serving or receiving an Academic Suspension, you must for financial aid purposes pay for your semester credits until you have met the required SAP.
2. Please indicate the term that you are requesting that financial aid is re-instated.
3. Please describe the circumstance that caused you to fall below the minimum standards of academic progress and indicate the semester(s) that you completely withdrew or failed. You must attached documentation to substantiate your special circumstance. For medical circumstance, medical documentation from your medical provider, harassment or physical abuse, a police report and/or documentation from your medical provider. All information will be kept confidential. You may submit the documentation to the American Disability Act (ADA) office on campus located in the Victor Poole Learning Center. The ADA office can provide us with a letter stating that the information on file is confidential and that you have verified on the indicated date or dates a special or mitigating circumstance that occurred that is personal in nature and that you prefer that the information not be attached to your application.
4. Please check if you have previously submitted an appeal and indicate if you are attaching new information for consideration.
5. List any other information that you feel will help support your claim for consideration.
6. You have time and half the length of your program to complete. All attempted hours will include accepted transfer credits and hours attempted at SSCC. If you are changing your program of study from a 65 hour program to a 55 hour program and have attempted 22 hours in the 65 hour program, your time frame for the new program will be based on hours remaining. Example: Your timeframe for the 65 hour program is 98 attempted hours with at least a 67% completion rate per semester. Your timeframe for the new program will be 83 attempted hours with at least a 67% completion rate per semester; however, you have attempted 22 hours in the 65 hour program and earned 20 ($83-22=61$). Your minimum completion rate in order to complete in a timely manner is now 91% per semester and your overall GPA is a 2.0. The number of hours on financial aid for the new program provided that you are meeting the required SAP which is a minimum of 67% completion rate and an overall GPA of at least a 2.0 is 61 attempted hours. In order for you to complete your new program, you must successfully complete a higher completion rate percentage per semester and maintain at least an overall GPA of a 2.0. Your new program requires 55 credit hours to complete, you have only 61 attempted hours that financial aid will pay provided you are eligible and meet the required SAP; therefore, your current required completion rate per semester is 91%. In the table, you and your advisor must list the recommended courses that will assist you in completing your program of study in a timely timeframe. Please have a copy of your transcript(s) available to ensure that you do not re-take classes that you have already taken and passed or that you do not need to graduate. Developmental courses will not improve your GPA or completion rate.
7. Based on your enrollment status and earned hours, you and your advisor will list an estimated graduation date.
8. List your current program of study and inform admissions of the any program change.
9. The advisor will not sign off on this appeal form if incorrect information is presented. The advisor responsibility in relations to this appeal form is to assist you with courses in your program of study and council you on what grades you will need to earn to accomplish the required overall GPA. If you change your program of study, it must be recorded in the Admission's Office.

Note: It is the student's responsibility to communicate with the advisor concerning their financial aid status. You cannot change your program of study without declaring the change with the Admission's Office. You must follow the program of study as listed in the catalog or with the stars guide.

It is the sole responsibility of the student to be sure that ALL documentation and required documents are attached to this Financial Aid SAP Appeal form.