

SSCC FINANCIAL AID APPEALS PROCESS

HOW DO I APPEAL MY FINANCIAL AID SUSPENSION, DEPENDENT STATUS OR ELIGIBILITY DUE TO CHANGE IN INCOME?

Dependency Override

1. The student must submit a Request for Dependency Override for the specific financial aid year. The request can be submitted by completing the dependency override form or by letter from the applicant. The request must be submitted with supporting documentation (see application for required documentation).
2. Once all supporting documentation and request form is received, the Student Finance Appeals Team (SFAT) will review the information.
3. After examination of the information the Team will render a decision as to whether or not the applicant meets the requirement to be considered independent.
4. A letter of approval or denial will be sent to the applicant and the Financial Aid Office (FAO).
5. If approved, the FAO will make the appropriate corrections to the student's current SAR-Student Aid Report.
6. After complete processing, the student will be sent an award letter.

Income Reduction

Examples: Unusual high medical expense not covered by insurance, parent's divorce or separation after filing the FAFSA, other unusual expenses or circumstances, one time lump sum income, loss of employment or change in employment or benefits, retirement

1. The student must submit an Application for Income Reduction for the specific financial aid year. Supporting documentation must be submitted with the form (see forms for required documentation).
2. Once all supporting documentation is received by the Financial Aid Office (FAO), the FAO will send information to the SFAT for review.
3. The SFAT will examine all documentation and render a decision or make a recommendation. This decision does not affect a student's enrollment at Shelton State Community College, only their financial aid.
4. The SFAT will request the appropriate letter be sent the applicant.
5. If approved, the FAO will make all corrections to the applicant's Student Aid Report (SAR).
6. After all corrections are completed, FAO will send the applicant an award letter.

Satisfactory Standards of Academic Progress (SAP)/Timeframe

A student who is placed on Financial Aid Suspension for not meeting the required overall GPA, completion rate, or have exceeded the minimum timeframe because of special circumstances may submit an appeal for consideration. The appeal will be considered **ONLY** once.

Special Circumstances include but is not limited to the following: Hospitalization, Death of a spouse or parent, Or Other mitigating circumstances

1. The student must submit a Financial Aid Appeal form for the specific award year. Supporting documentation must be submitted with the form, if required.
2. Once the form and all supporting documentation are received, the Financial Aid office will submit the information to the SFAT team.
3. The SFAT will examine the information and render a decision. This decision does not affect a student's enrollment at Shelton State Community College, only their financial aid.
4. The applicant will be sent an approval or denial letter with recommendation.
5. If approved, the Financial Aid Office will make the necessary notation to the student file and send an award letter.

REFUND APPEAL

PLEASE REVIEW THE REFUND POLICIES AS LISTED IN THE CATALOG AND STUDENT SCHEDULE.

If you feel that you have followed these procedures and an error has occurred and you have been denied a refund based on the policies and procedures, you may submit and appeal with documentation of your circumstances.

The Appeal Team will review the information and make a recommendation to the Business Office and Administrators.