



## Appealing Financial Aid Suspension Appeal Form

**Request received without proper documentation and formal withdrawal/tuition refund letter will be returned.**

**Deadline: Within 30 days of when the Financial Aid Suspension Appeal was denied.**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
(Not Social Security Number)

Email (primary contact): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

### **Please read:**

As part of the continued eligibility criteria for financial aid recipients, students must maintain satisfactory academic progress towards a specified degree as established by Federal, State and Institutional policies and regulations. At Florida Keys Community College, this means that the student must:

- Maintain a term and cumulative grade point average of at least 2.0
- Complete at least 67% of total credit hours attempted on a term and cumulative basis with grades of A, B, C, or D
- Achieve a degree or certificate within the maximum credit hour timeframe set forth by Federal Regulations; a period no longer than 150% of the schools published program

Should the student feel that there are extenuating circumstances related to his/her failure to meet the above satisfactory progress standards, they may appeal to the Student Services Appeals Committee for possible reinstatement. You have the right to resubmit your appeal only if you can provide additional information or documentation not previously submitted to the appeals committee. The student will be advised in writing of the decision. This appeal must be made in writing on the appropriate form and submitted to the Director of Advising and Student Engagement. The appeal should include all pertinent information related to the cause for the failure to comply with the required SPA and/or completion rate. If the student is appealing on the basis of a medically related condition, the appeal must be accompanied by a letter from a medical professional.



All requests must include the below items:

**A Personal Statement**

The personal statement is a typed letter (minimum of 500 words) providing a detailed explanation of:

1. The exceptional circumstances that caused the student to be placed on Financial Aid suspension.
2. What has changed or what measures the student has taken to ensure progress in the future.
3. The student's educational goals.

**Supporting Documentation:**

Student must provide documentation in support of their personal statement. Appropriate documentation might include:

1. A physician's statement, death notice, etc.
2. Legal documentation from an attorney's office or court
3. Any other relevant documentation that provides confirmation of the circumstances mentioned in the personal statement.

**Copy of denied Financial Aid Suspension Appeal**

By signing below I certify that I have read and understand all of the information on the front and back of this form.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

A student wishing to appeal the decision of the Student Services Appeals Committee may do so in writing to the Dean of Student Affairs & Accreditation.

Submit your request for consideration to:

Michelle Cherry, Director of Student Advisement & Engagement

Florida Keys Community College, 5901 College Road, Key West, FL 33040

Fax: (305) 292-5163