



2018 – 2019

Financial Aid Suspension Appeal Form

The Financial Aid Office is required to monitor academic progress. For this reason, your academic transcripts are reviewed each semester to verify that you have met the required percentage of attempted hours (completion rate), maintained the minimum grade point average, and not exceeded the maximum number of cumulative hours allowed (time frame). If you have failed to make progress in one of these areas or a combination of these areas, you are required to complete this Financial Aid Suspension Appeal Form in order to be considered to continue to receive financial aid funds.

Please attach any Supporting documentation to help make a decision on your appeal. *For example, statements from medical doctors or psychologists, death certificate, lay-off notice from employer, separation papers, etc.*

Students may appeal the suspension of their financial aid. To file an appeal, the student must:

1. Complete this Appeal Form (must be completed in student’s own handwriting);
2. Attach Supporting Documentation if needed;
3. Complete letter of explanation
 - a. Explaining what prevented you from being successful;
 - b. Explaining how the situation was or will be resolved.
4. Bring the completed Appeal Form and Supporting Documentation to the Financial Aid Office.
5. **Stipulations of the appeal for GPA and/or completion rate:**
 - a. **Cannot fail (F or R) or withdraw from any courses.**
 - b. **Must have at least a 2.0 GPA for each semester that the student is on appeal.**
 - c. **Complete 15 hours of study per semester in the Student Success Center or with a Tutor (must be documented).**
 - d. **Must bring documentation to the Financial Aid Office once this is complete, or the Financial Aid will be terminated.**

Name: _____ ID: _____

Address: _____

Daytime Phone # _____ Cell Phone # _____

Letter of Explanation

MAIL OR RETURN TO:

James Sprunt Community College, Attn: Financial Aid Office, PO Box 398, Kenansville, NC 28349

