



**STATE SCHOLARSHIP AND GRANT PROGRAMS
APPEAL REQUEST FORM**

Student Information:

Last and First Name _____ Last 4 Digits of SSN _____

Postal Address _____

Phone Number _____ Cellphone Number _____

Email _____

Please fully read before completing.

If you believe your eligibility status for a state program award has been inaccurately determined, you may request an appeal on your eligibility status. Before filing an appeal, contact the appropriate agency and make every effort to resolve the matter by providing all necessary documentation.

Use the following reference to determine the circumstances of your appeal.

Circumstances	Submit Appeal to:
1. Denial of a state program award for failure by the applicant to meet state academic progress requirements due to verifiable illness, another emergency beyond the applicant's control, or to include courses taken not already included in the GPA.	Regional Director of Financial Aid at your Campus
2. Errors in eligibility determinations for state program awards made by OSFA.	State OSFA (Office of Student Financial Assistance)
3. Failure by OSFA to transfer an award is inapplicable programs, from one institution to another when the applicant has met the deadline for requesting a transfer. Not all state programs guarantee the transfer of awards.	State OSFA (Office of Student Financial Assistance)

Reason for Appeal:

Read carefully and check the reason or reasons that apply. Submit the required documents that sustain your situation to the Financial Aid Office.

Once your appeal request has been evaluated, you will be notified in writing of the decision. The institution based on the documentation provided, determines whether:

- The circumstances constitute an illness or emergency,
- Academic progress was affected due to the illness or emergency, and
- The documentation credibly verifies the illness or emergency, or
- Additional courses from previous postsecondary institutions meet renewal requirements, if applicable.

Institutional Academic Progress Appeal – An academic progress appeal may be filed when a student does not meet academic progress requirements due to a verifiable illness or emergency beyond a student's control.

For illness or emergency

1. Student Certification – written appeal that includes:
 - a. A statement describing the circumstances of the illness or emergency and its impact on the student's performance, and
 - b. Documentation of the circumstances - may include but is not limited to:
 - i. A Physician's Statement
 - ii. Accident report or other pertinent

For GPA calculation

1. Student Certification – written appeal that includes:
 - a. Statement describing the circumstances
2. Documentation of the circumstances
 - a. An official transcript(s) from the previously attended postsecondary institution(s), if applicable.

OSFA eligibility determination or transfer of an award appeal – The applicant files a written request for appeal with the Director of State Scholarships and Grants. The written appeal is to:

- Specify that it is an appeal;
- State the reason(s) the applicant believes the eligibility determination was in error or the transfer of an award was denied; and
- State the steps taken by the applicant to resolve the matter before filing the appeal.

Appeals regarding OSFA eligibility determinations or failure to transfer applicable awards are to be postmarked within 30 days of the date of written notice of ineligibility. An applicant who fails to file an appeal by the established deadline waives the right of appeal.

**STUDENT CERTIFICATION
(Institutional Academic Progress Appeal)**

Last and First Name _____ Last 4 Digits of SSN _____

Postal Address _____

Phone Number _____ Cellphone Number _____

Email _____

STATE SCHOLARSHIP AND GRANT: _____

I certify that the information provided in this application form is true and correct. I understand that submitting false information to receive Federal Financial Aid is considered a federal crime and may be punished by fine, imprisonment, or both.

Signature _____ Date _____

Month/Day/Year



A copy of this document must be kept in the student’s file.