



Financial Aid Office

Satisfactory Academic Progress Appeal

If you are on Financial Aid Suspension and there were extenuating circumstances that contributed to your inability to maintain academic progress, you can submit an appeal to have your aid eligibility reviewed. Complete this form and attach all additional documents needed for your appeal to the UWRF Financial Aid Office. Appeals will be accepted until the **end of the third week** of the semester which you are appealing for reinstatement of your aid. You will receive written notification of the decision of the Financial Aid Appeal Committee within two weeks of submission.

Name _____ Falcon ID _____
Last First MI

Address _____
Street /Residence Hall City State Zip Code

Telephone _____ UWRF email _____

Your contact information should reflect where you can be reached during the appeal process

1. Please indicate the extenuating circumstances that have contributed to your inability to maintain academic progress by checking any category that applies to you. **You also must follow the instructions for each checked category:**
 - ___ Serious illness or injury to you or an immediate family member (parent, spouse, sibling, child) that required extended recovery time. Attach a statement from the physician, and explain the nature and dates of the illness or injury.
 - ___ Death of an immediate family member. Attach a photocopy of the death certificate or obituary, and provide the name of the deceased and his/her relationship to you.
 - ___ Significant trauma in your life that impaired your emotional and/or physical health. Provide a detailed explanation regarding the specific circumstances of your condition. Be sure to include dates and what you have done to overcome this condition. Attach supporting documentation from a third party (physician, social worker, psychiatrist, police, etc).
 - ___ Other unexpected documented circumstances beyond your control. Explain in detail the nature and dates of the unexpected circumstances. Supporting documentation verifying your circumstance must be provided.
 - ___ If your suspension is due to exceeding the maximum number of semesters as an undergraduate, explain in a letter why this occurred and your plans for graduation.

2. Submit **as one package** to the Financial Aid Office:
 - This completed form
 - Letter from you explaining the extenuating circumstance(s) that prevented you from meeting the standards for academic progress and how you plan to correct your academic progress deficiencies
 - An Unofficial Transcript
 - All supporting documentation listed in each category you checked above.

Information on supporting documentation:

 - Provide a statement from your academic advisor, only if you have been consulting with an advisor to improve your academic progress. The advisor should provide his/her opinion of your ability and willingness to improve academic performance and the number of credit hours in which you have been advised to enroll during the semester for which you are appealing your eligibility.
 - If it is necessary for you to provide written documentation from your health care provider(s), the documentation should be on clinic letterhead with a description of the diagnosed medical or psychological condition and when treatment began. If applicable, it should also explain how the condition prevented you from meeting the requirements of the Satisfactory Academic Progress Policy.

**I certify that all information and documentation I have submitted pertaining to this appeal is true.
I understand that the decision of the Financial Aid Appeal Committee is final.**

Student Signature: _____ Date: _____