To remain eligible for most financial aid programs (including student loans) you must meet the minimum grade point average and course completion rate standards as set forth in the UWRF financial aid satisfactory academic progress policy. Failing to do so results in suspension of financial aid eligibility and cancellation of financial aid payments for future semesters of enrollment. You have the right to appeal this suspension and seek temporary reinstatement of your future financial aid while you work to improve your grades and course completion percentage.

To appeal your suspension of financial aid eligibility, complete this form, attach all requested documents and deliver it to:

Financial Aid Office
133 Rodli Hall
410 S 3rd St
River Falls WI 54022

Note: Due to the private nature of the information you are being asked to provide, UWRF does not recommend that you email or fax these documents to us. Please either send by the United States Postal Service or personally deliver to our office.

Name: ___________________________________________ Falcon ID: ______________
Telephone: ___________________________ UWRF email: ___________________________

Cumulative GPA: _____ Semester GPA: _____ Total Attempted Credit Hours: _____ Total Earned Credit Hours: _____

Please check the box next to the semester for which you are requesting reinstatement of financial aid:

Instructions for Appeal:
1. **Personal Statement:** Please answer the questions on pages 2 and 3 of this appeal form. Answer these questions as thoroughly as you can. Attach additional pages if necessary.
2. **Attach copies of documents** which support your personal statement. Documents in support of your appeal should be either:
   a. from a family member or professional (doctor, counselor, etc.) who has personal knowledge of your situation; or
   b. from an objective source such as court documents, police or newspaper reports, and death certificates.

Note: Appeals will not be reviewed unless all responses and documents are provided.

**Appeal review process:**
The Financial Aid Appeals committee convenes regularly throughout the calendar year to review and make decisions on financial aid appeals. Appeals are reviewed in closed session of the committee, and only members of the Appeal committee review appeal documents. All information submitted in your appeal will be kept confidential. You will be notified via your UWRF email account if the committee approves or denies your appeal.

**After the appeal:**
If your appeal is approved, you will be placed on Financial Aid Probation. You will be subject to certain conditions, such as achieving a pre-determined minimum grade point average for your next semester of enrollment or completing a certain number of courses. You may be required to follow an academic plan which limits your course enrollment to certain specific courses. In order to receive financial aid, you must meet the conditions of your Financial Aid Probation status until your academic performance reaches or exceeds the required minimum standards.

If your appeal is denied, you may continue to enroll in courses at UWRF, however, you must pay for all your expenses from personal or family financial support. Once your academic performance reaches or exceeds the minimum standards, you will be eligible for financial aid for the following semester of enrollment.
1. What unusual event, situation or circumstance occurred that you believe negatively affected your grades and/or ability
to successfully complete the courses for which you registered at UWRF? What made this situation unusual? Why do you
believe this situation was outside of your personal control?
2. What steps have you taken to resolve the situation(s) which you described above?

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3. What changes will you make in your personal and academic habits to ensure that you earn higher grades and/or successfully complete more courses than you have previously?

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4. Please attach documentation which support the situation(s) you described on the previous page. Acceptable documentation includes, but is not limited to:

- A signed and dated letter on institution letterhead from a medical or legal professional, a counselor, pastor, high school counselor or other party with knowledge of your situation;
- A signed and dated statement from an adult family member or friend with personal, independent knowledge of your situation who can verify your personal statement;
- Other documents, such as court documents, police reports, newspaper articles, death certificates, obituary notices, medical records, and notices of layoff or termination of employment; or
- Other documents that independently verify the situation you discuss in your personal statement.

“I certify that the information I have provided herein is a true and accurate description of experience(s) that affected my academic performance while attending UWRF. I understand that I am not eligible for financial aid from UWRF unless my appeal is approved and I am placed on Financial Aid Probation, or I improve my academic performance sufficiently to meet the required minimum academic standards for financial aid eligibility.”

_________________________     _________________________
Signature                        Date