



FINANCIAL AID SUSPENSION APPEAL PROCESS

The Financial Aid appeal process is available to students who feel they warrant an exception to the College's Satisfactory Academic Progress policy. Exceptions to the college's established policies **are not made lightly** and will generally be considered only for extenuating and difficult circumstances. The committee decides each case on its own merit.

Instructions: Complete this form and include a written statement explaining in detail the circumstance leading to the appeal. Include supporting documentation. Submit the entire appeal packet to the Financial Aid Office (ADMIN 1115). Packets must be complete in order to be reviewed.

SECTION A: Student Information. Please complete the following information.			
First Name	Last Name	Phone #	Student ID #
Mailing Address	City	State	Zip Code
SECTION B: Appeal Request Information			
Term/Year of Appeal: Fall _____ Spring _____ Summer _____		Current GPA _____	Current Comp. Ratio _____
AS OF _____ sem			
SECTION C: Provide a separate statement explaining the reasons for the request along with supporting documentation. Only complete packets will be reviewed.			
<input type="checkbox"/> Medical	For severe medical illness or serious injury involving yourself or an immediate family member, submit a signed doctor's statement on letterhead that specifies dates, medical condition, length of treatment, and how illness/injury prevented you from attending classes. Billing statements cannot be accepted as required documentation.		
<input type="checkbox"/> Death in immediate family	Submit a copy of death certificate, funeral notice or dated newspaper clipping.		
<input type="checkbox"/> Military Activation	Submit a copy of military activation orders		
<input type="checkbox"/> Changes in Employment (Involuntary)	Submit a signed letter from your employer on company letterhead that specifically states the dates and times of the employment changes. Accepting a position with a different employer is not a valid reason to appeal.		
<input type="checkbox"/> Other	For all other appeals, submit all documentation possible to support your statements.		

Completed appeal packets received by noon on the Thursday prior to the third Wednesday of the month will be included in the following week's meeting. The committee meets the third Wednesday of each month. Materials are confidential and only shared with committee members.

The submission of an appeal does not guarantee approval. Students are notified in writing of the Committee's decision within 7 working days of the appeal meeting.

Completed packets (with this form) can be submitted to:

St. Charles Community College
 Financial Aid Appeals Committee (ADM 1115)
 4601 Mid Rivers Mall Drive
 Cottleville, MO 63376

It is recommended that you keep a copy of your appeal for your records. For questions, call 636-922-8270.

NOTE: In order to be considered for a current semester, appeals must be received in the Financial Assistance Office by the end of the third week of classes for that semester; appeals received after the third week of classes will be considered for the following semester.