

18-19 FEDERAL AID APPEAL FORM

This form is for students who have lost their financial aid due to not making Satisfactory Academic Progress (SAP). This Appeal form is for Federal Aid ONLY and does not include the PA State Grant (PHEAA).

STUDENT NAME

MILLERSVILLE ID NUMBER

CONTACT PHONE NUMBER

PREFERRED EMAIL ADDRESS

APPEAL INFORMATION

Have you ever previously submitted a Federal Aid Appeal?

YES NO

What is the main reasoning for your current Federal Aid Appeal?

Student Illness Illness/Death in the Family Other

What is your anticipated graduation date? _____

APPEAL LETTER

In support of your case, you MUST provide the Financial Aid Committee with a typed and signed letter with the following information:

1. Give a DETAILED explanation for the reason(s) as to why you failed to successfully complete 67% of your overall attempted credits and/or the required cumulative GPA.
 - a. Lack of knowledge of the Financial Aid Satisfactory Academic Progress Policy is not a reason for reinstatement of aid, as this policy is provided with financial aid awards and is posted on the website.
2. Describe what has changed in your situation that will allow you to make Satisfactory Academic Progress at the next evaluation.
 - a. If you have used any academic resources such as (1) Academic Advisement, (2) MU Counseling Center or (3) Learning Services, please attach proof that you have registered for and/or used these services.
3. Provide appropriate third-party documentation to verify/support the claim(s) you make in your appeal letter.
 - a. Examples of this include: a letter from a doctor, counselor or psychologist, obituaries, news articles, records of hospitalizations, etc.

Please include in your appeal letter your Academic Recovery Plan:

1. Outline your academic plan (as discussed with your advisor) that will ensure improvement before your next Satisfactory Academic Progress evaluation.
 - a. Please provide the committee with more than just your schedule for the upcoming semester. Give an explanation as to why you are taking those courses and how it will enable you to be successful.
2. What other responsibilities do you have while attending MU?
3. Who or what serves as your support system in your efforts to make academic progress? Describe how you have modified your behavior/circumstances to assure your successful academic future here at MU.

ACADEMIC ADVISOR SIGNATURE

Please obtain a signature from either your advisor or a departmental representative within your academic department after they have reviewed/approved your academic recovery plan.

Advisors - please feel free to attach a letter of support or further explanation of your advisee's academic plan. This is not a requirement, but is always welcome.

SIGNATURE OF ADVISOR OR DEPARTMENTAL REPRESENTATIVE

PRINTED NAME OF ADVISOR OR DEPARTMENTAL REPRESENTATIVE

DATE

CERTIFICATIONS

Please read and initial the following statements to confirm that you understand the conditions of submitting a Federal Financial Aid appeal:

- _____ 1. I certify that all of the information and documentation submitted in this appeal is true to the best of my knowledge.
- _____ 2. I understand that the submission of this appeal does not guarantee reinstatement of my Federal (Title IV) financial aid.
- _____ 3. I understand that if a decision about my appeal has not been made by the billing due date, I will have to make payment arrangements with the Bursar's Office. This includes the summer semesters. I understand that my appeal could be denied.
- _____ 4. I understand that appeals based on being unaware of the Satisfactory Academic Progress Policy will not be considered as the policy is provided with financial aid awards and is posted on the website.
- _____ 5. I give permission to the Financial Aid Committee to review my financial aid records, my academic records and my judicial affairs records that are on file at Millersville University.

STUDENT SIGNATURE

DATE

Note: If you did not make Academic Progress after the 2017-2018 academic year and plan to appeal, the **deadline to submit the form is June 15, 2018**. Your appeal will be reviewed in the order it is received and you will be notified if you have been approved to receive aid for the 2018-2019 academic year. If the form is not received by the due date, the appeal will not be reviewed until mid-September (after the start of the fall semester).

SUBMIT APPEALS TO:

Dwight Horsey – Executive Director of Financial Aid
Millersville University
Office of Financial Aid
PO Box 1002
Millersville PA 17551