

# 2019 - 2020 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). If you did not make Academic Progress after the 2018-2019 academic year and plan to appeal, the **priority deadline to submit this form is Friday, June 28, 2019.**

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 that includes the following information:**

1. 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 in detail 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. The letters must be from a third party who does **not** have a direct relationship with the student. This must be a **professional individual** such as: a letter from a doctor, counselor or psychologist, social worker, police, copies of obituaries, news articles, records of hospitalizations, etc.
  - b. Each letter must be on official letterhead, signed and include the individual's name, title, telephone number and relationship to the student.

**Include within 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

**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

If you did not make Academic Progress after the 2018-2019 academic year and plan to appeal, the **priority deadline to submit all documentation is June 28, 2019**. Your appeal will be reviewed in the order it is received. Please allow 8-10 business days for review once all documentation is received. You will be notified if you have been approved to receive aid for the 2019-2020 academic year. The last day to submit an appeal for the fall 2019 semester is Friday, August 9, 2019. No exceptions will be made for appeals submitted after this date.

**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 my documentation is **not received by the priority deadline of June 28, 2019, there is no guarantee that my appeal will be reviewed prior to bill due date for the fall semester**. The last day to submit an appeal for the fall 2019 semester is Friday, August 9, 2019. No exceptions will be made for appeals submitted after this date.
- \_\_\_\_\_ 4. I understand that if a decision about my appeal has not been made by the billing due date or if I did not submit my appeal by the priority deadline, I will have to make payment arrangements with the Office of Student Accounts (OSA). I understand that my appeal could be denied.
- \_\_\_\_\_ 5. 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.
- \_\_\_\_\_ 6. 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

## SUBMIT APPEALS TO:

Dwight Horsey – Associate Vice President of Student Financial Services  
Millersville University - Office of Financial Aid  
PO Box 1002  
Millersville PA 17551