Financial Aid Suspension Appeal Form

Revised: 10/17/24

Student's Name _____ Last 4 of SSN _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

What semester and year do you plan to enroll? _____

* Students may not request reinstatement of financial aid for a semester that has already ended.

When do you expect to graduate from your current program of study? _____

Students that become ineligible for federal financial aid under the Satisfactory Academic Progress policy or because they are on academic probation may submit a request for reinstatement to the Financial Aid Office. Please read through the requirements listed below and also follow the instructions carefully.

Instructions for Appealing for Reinstatement of Federal Financial Aid:

Document that is REQUIRED for an Appeal:

1. **APPEAL LETTER**: Submit a detailed letter that explains why you are on financial aid suspension and why you are appealing the suspension. Explain what happened to cause you to not make satisfactory academic progress, and outline what has changed so that you can now be successful academically. Please be as detailed as possible and submit a thorough appeal. In addition, please outline what you plan to do to improve your grades, course completion, and overall academic performance. Explain what you will do to improve as a student and succeed academically in future semesters. What steps are you taking to make sure your academics improve? This is not simply a list of the courses you plan to take but a detailed description of the steps you will implement in order to succeed academically. A thorough letter that includes all of this necessary information would likely take up at least a full page if double spaced. This letter should be typed and emailed to financialaid@nelson.edu.

Documents that are OPTIONAL but ENCOURAGED for an Appeal:

2. **RECOMMENDATION:** Submit a letter of recommendation/endorsement from a Nelson faculty or staff member. This letter should make mention of the endorser's knowledge of the student's extenuating circumstances as well as a recommendation that an appeal be granted. You should ask the faculty or staff member to submit their recommendation via email to financialaid@nelson.edu.

3. **DOCUMENTATION:** If possible, submit your own supporting documentation that is relevant to your specific situation. Please read through the details below for examples of special circumstances and supporting documentation.

   - ✓ **Personal illness, injury or accident:** Student should submit a doctor's written statement, hospital records, and/or accident/police report.
   - ✓ **Serious illness or death within immediate family:** Student should submit a death certificate, obituary, or doctor's statement.
   - ✓ **Divorce or separation:** Student should submit divorce or separation documents or letter from an attorney.
   - ✓ **Change of degree or program of study**
   - ✓ **Administrative error:** Student should submit documentation from the involved administrative office explaining the nature of the error.

This form, appeal letter, references, and supporting documentation can be submitted via: **Mail:** Nelson University, Attn: Financial Aid, 1200 Sycamore St, Waxahachie, TX 75165, **Fax:** (682)224-8644, or **Email:** financialaid@nelson.edu

Financial Aid Office Use Only:

(A) Attempted Hours ____ **(B)** Earned hours ____ **(C)** Total Transfer Hours ____ **(D)** Hours left to complete program ____

(E) Hours required in program ____ **(F)** (E) ____ x 150% = ____ **(G)** F ÷ [(A) ____ + (C) ____ + (D) ____] = ____

Is (G) ____ <, >, ≤, or ≥ (F) ____? _____ Cumulative GPA _____ Prior Fin Aid Suspension? ❑ Yes ❑ No

Decision: ❑ Approved ❑ Denied Fin Aid Officer _____ Date Approval/Denial letter sent: _____

Approval Comments/Conditions: _____

_____

_____