

**CENTRAL VIRGINIA COMMUNITY COLLEGE
FINANCIAL AID SERVICES**

**FINANCIAL AID POLICY OF SATISFACTORY ACADEMIC PROGRESS
STUDENT APPEAL FORM**

Excerpt from FAPSAP (section VII. Student Appeals):

“Any student whose financial aid has been terminated because of not maintaining satisfactory academic progress may submit a written appeal. Student appeals must be made within 10 working days following the notice of ineligibility. A written appeal with proper documentation must be submitted to the Financial Aid Office explaining the circumstances that prevented the student from maintaining satisfactory academic progress. A student will be notified in writing of the Financial Aid Officer’s decision concerning their appeal. Any student who disagrees with the Financial Aid Officer’s decision may appeal the decision by scheduling an appointment with the Dean of Student Services.” Reasons for the appeal along with compelling evidence i.e., Doctor’s letter, hospitalization records, etc., must be provided.

Documentation: Student Appeals will not be acted upon without proper documentation. Your documentation must adequately support the mitigating circumstances that caused you not to meet the CVCC Financial Aid Policy of Satisfactory Academic Progress. For example, if you appeal based on a medical condition, you must provide documentation from your doctor that supports your appeal.

Student’s Name _____ SSN _____

Reason for not making Satisfactory Academic Progress:

_____ Medical _____ Family Emergency _____ Other

Explain the circumstances that led to your non-compliance with the CVCC Financial Aid Policy of Satisfactory Academic Progress: (Please type or print)

(Please use the back of this form if necessary)

Student’s Signature

Date

Financial Aid Office Use Only

Date Student Appeal received (with proper documentation): _____

Appeal: _____ Approved _____ Not Approved

Date notification sent to student: _____

Signature of Financial Aid Officer

Date