

Kilgore College Financial Aid Suspension Appeal Form

All appeals received after the first of the month will be reviewed in next month's committee meeting

Student Name: _____ SS# or ID#: _____

Address: _____ Daytime Phone: _____

I hereby request that the Kilgore College Financial Aid Office review my suspension appeal based upon the following circumstances. (check all that apply) Attach additional pages as necessary.

- **Injury or illness of the student or an immediate family member** Please explain the situation in detail with specific dates and provide documentation such as medical documents.
- **Death of an immediate family member** Please explain the deceased person's relationship to you and how their death affected you academically. Provide a death certificate or an obituary.
- **Exceeded maximum limit of 100 credit hours** Attach a degree plan or counseling advisement statement indicating the necessary course work for completion of a specific degree.
- **Other extenuating circumstances** Please explain the situation in detail and provide documentation.

You must submit the following with your appeal:

- Kilgore College transcript and all other college transcripts
- All documentation as listed above

Failure to submit any of the above will result in your appeal being delayed or denied. Submitting the documentation does not guarantee that your appeal will be granted. It will be used to substantiate your claim.

I went on Probation at the end of _____ due to these circumstances or events:
Semester/year

Date the event(s) happened: _____

At the end of the Probation semester: Cumulative GPA: _____ Hours Earned: _____

I went on Suspension at the end of _____, due to these circumstances or events:
Semester/year

Date the event(s) happened: _____

At the end of the Suspension semester: Cumulative GPA: _____ Hours Earned: _____

How did the above circumstances affect you: _____

How do you plan to achieve Satisfactory Progress and overcome the circumstances you mentioned above:

Please read the following Satisfactory Academic Progress Policy:

Federal Regulations state that a student can only receive financial aid if they are making Satisfactory Academic Progress. Kilgore College evaluates Satisfactory Academic Progress (SAP) at the end of every fall and spring semester and at the end of the summer (summer I and II combined). A student must be maintaining a cumulative GPA of a 2.0 and complete a specified number of hours each semester to be eligible for financial aid. In addition, a student must finish their program or degree within a reasonable amount of time.

- Students who are registered in 12 or more hours, must complete 9 or more with a cumulative 2.0 GPA
- Students who are registered in 6-11 hours, must complete 6 or more with a cumulative 2.0 GPA.
- Students who are registered in less than 6 hours, must complete all of them with a cumulative 2.0 GPA.
- Students must complete their associate degree requirements by attempting no more than 96 college credits to continue to be eligible for financial aid. All semesters are included in this calculation whether a student received aid for those semesters or not. All transfer work will be considered as part of attempted hours.

If a student is not meeting these standards, they will be placed on probation, but will continue to be eligible for aid during that probation semester. Students may have additional criteria to meet during the probation semester including but not limited to registering through specific counselors, attending a financial literacy workshop or class, receiving their loans in two disbursements etc. If a student is still not meeting the standards at the end of the probation semester, they will be placed on suspension and will no longer be eligible for financial aid.

If a student is registered in classes for the semester immediately following the one that placed the student on suspension and financial aid has been used to pay for those classes, all aid will be cancelled and the student will be required to pay for the classes or drop them.

A suspension can be appealed by filling out the Kilgore College Financial Aid Suspension Appeal Form. After the committee reviews the student's file, the suspension will be either granted or denied. If denied, a student can only be eligible for financial aid if they pay for at least 12 hours and successfully complete them so that they are once again meeting the SAP criteria as stated above.

All of the information on this form is true and complete to the best of my knowledge. I understand that incomplete or inaccurate information could cause a delay in processing my application. I also understand that I will be notified by the appeals committee of the outcome. I am aware that it may take several weeks to process my appeal. I understand that I will need to achieve Satisfactory Academic Progress as described in the above paragraph to continue to receive aid if my appeal is granted. The decision of the committee is final and cannot be appealed again.

Signature

Date

Financial Aid Office Use Only Below This Line

Suspension: GRANTED DENIED

Notes: _____

Financial Aid Officer's Signature

Date