Financial Aid Suspension Appeal Process

Appeal Process:

- If a student is placed on Suspension, the student can complete and submit a suspension appeal.
- Upon review, the student has a **2.0 cumulative and semester GPA**, prior to the semester that the student was placed on suspension.
- If the GPA requirement is met, **supporting documentation of a extenuating or catastrophic event that occurred during the timeframe/semester that the student failed to make Satisfactory Academic Progress**, must accompany the appeal form when it is submitted to the Financial Aid Office. If not, it will be denied due to lack of documentation.
- For students who are on suspension for **Excessive Hours/Maximum timeframe**, it will be the student’s responsibility to obtain a degree evaluation from the Kilgore College Counseling Center to submit with Appeal Packet. The Appeal Form and Degree evaluation must be submitted together or the appeal will be denied.
- If the appeal is reviewed and granted, the student will be required to make an appointment to review and agree to the terms of the Appeal Contract, prior to financial aid being awarded.
- It is the student’s responsibility to notify the Financial Aid Office if they need to reschedule or cancel an appointment. Students who arrive 15 minutes or later for a scheduled appeal appointment will need to reschedule, unless prior arrangements were made with Financial Aid staff.
- The student must strictly adhere to the terms of the Appeal Contract. In the event that the terms of the contract are inadvertently changed, the contract becomes invalid and the student will be placed back on suspension with no opportunity for another appeal.

**Examples** in which the terms of the contract are inadvertently changed:

a. The student drops or reenrolls in a class that is not a part of their degree plan.
b. The instructor drops the student for non-attendance.
c. The student tests out of the class, which makes it impossible for the student to complete the amount of hours necessary by the terms of the contract.
d. The student does not attend the tutoring lab, as per the terms of their appeal contract.
e. If there is any possibility that the terms of the appeal contract can or will change, **it is the student’s responsibility to notify the Director or Assistant Director of Financial Aid immediately**. There will be NO EXCEPTIONS!!! Notification must be made within the first two weeks of the enrollment semester.

- At any time during the semester in which the appeal is granted, if the terms of the contract change without prior notification or approval by the Financial Aid Office, the student will be placed back on suspension at the end of the semester the appeal was granted. Financial Aid Appeals can only be granted one time throughout the student’s enrollment at Kilgore College.
- Once the Suspension Appeal Contract has been reviewed and signed, the student will be placed on Financial Aid Probation and the financial aid package will be awarded.

**Financial Aid Probation** – During the probation semester, the student will still be eligible for financial aid, but the following must be completed by the end of that semester to continue to be eligible for financial aid the next semester. All terms agreed to in the Appeal Contract must be completed successfully, the student must have a 2.0 semester GPA, and may not have withdrawn from any classes in which the student was enrolled.