

1. The Financial Aid Office will only accept complete appeal packets with all required documentation included:
  - a. FAFSA for the appropriate year must be on file
  - b. Suspension appeal form – completed, signed, dated
  - c. Supporting documentation – acceptable documentation based on circumstances
  - d. Hand-signed personal statement explaining the mitigating circumstance(s)
  - e. Unofficial Kilgore College transcript (AccessKC)
  - f. Confirmation page showing completion of online Financial Aid SAP session
  - g. All previous college transcripts should be on file with the Registrar
2. Incomplete packets will not be kept by the Financial Aid Office and will not be given to the appeals committee to review.
3. All complete appeal packets are given to the appeals committee for review. The appeals committee is made up of Kilgore College faculty and staff.
4. Once the committee has reviewed a student's packet, the student will receive an email telling them their appeal was GRANTED or DENIED.
5. Students who are denied an appeal for a term may re-apply for future terms.
6. Students who have appeals granted by the committee will need to make an appointment to visit with a Financial Aid Office staff member to review and sign a contract. The contract outlines all requirements the student will be expected to meet. While on an appeal, students are considered to be in a probationary status.
7. Failure to meet the terms of the appeal will result in the student being placed back on suspension. Students who do not meet the terms of an appeal will not be eligible for future appeals at Kilgore College.