

Appeal for Academic Scholarship and Satisfactory Academic Progress

The Office of Financial Aid has an established appeal process to review all appeals related to Title IV financial aid satisfactory academic progress (SAP) and academic scholarships.

If you are unclear as to why you no longer meet satisfactory academic progress standards for Title IV financial aid, or have questions about completing the appeal form, please contact the Office of Financial Aid (800-367-3565, x 303).

Procedure: In order to submit an appeal you must:

- Complete all sections of this form.
- Attach required documents as defined below
- Include your type written, signed letter outlining your situation
- Submit your appeal to the HCU, P.O. Box HCU, Florence, AL 35630, Attn: Office of Financial Aid – fax to 256-716-8021 – email to mthompson@hcu.edu
- An unsigned application will be considered incomplete.

- **DEADLINE:** An application for appeal with all appropriate documentation must be submitted no later than 30 days after the end of the academic semester. Students will be notified by email the decision of their appeal within one week of the Financial Aid and Scholarships Appeal Committee meeting.

Guidelines for Appealing:

- In your type written, signed letter, be specific when explaining your extenuating circumstances.
- Attach an **ample** amount of documentation. Lack of sufficient information or documentation will result in a delay of an appeal review or may result in a denial of your appeal.
- Extenuating circumstances **do not** include college adjustment issues such as homesickness, problems with roommates, problems with faculty or staff at HCU, difficult course load, misunderstanding of Title IV financial aid or academic scholarship requirements, dependent care issues, or transportation problems.

Documents Required:

- A type written letter outlining your situation.
 - Explain in detail the extenuating circumstances that contributed to the loss of your Academic scholarship or Title IV financial aid during the term.
 - If applicable, describe how the circumstances have been resolved so that future academic performance will not be affected.
- Attach any and all supporting documents that speak directly of the extenuating circumstances upon which your appeal is based.
- Students are advised **not** to submit originals. All documents submitted with the Application for Appeal become the property of the Office of Financial Aid.
- Attach a copy of your unofficial transcript.



HERITAGE
CHRISTIAN UNIVERSITY

Application for Appeal

Name _____ HCU ID# _____

E-Mail _____ Phone Number _____

Complete the following information regarding your degree:

Current Cumulative GPA _____ Current Term GPA _____

Hours needed to complete degree _____ Expected Date of Graduation _____

Have you had a previous appeal? _____ No _____ Yes -Semester _____

Reason for appeal (check all that apply)

Death of a Relative

Injury or Illness

Divorce or Separation

Other Extenuating Circumstances: _____

Brief Explanation

INSTRUCTIONS:

- 1. Read and complete this entire form. This appeal is for the purposes related to Title IV Financial Aid SAP **or** Academic Scholarship eligibility and must be submitted to the Office of Financial Aid only.
- 2. Attach a type written letter from yourself, signed, and addressed to the Financial Aid and Scholarships Appeal Committee, describing your extenuating circumstances and the reasons you are requesting an exception to the policy. If applicable, describe how the circumstances have been resolved so that future academic performance will not be affected.
- 3. Attach documentation to support all extenuating circumstances detailed in your type written letter (submit document copies only).
- 4. If you purposely give false or misleading information on this form to help establish eligibility for Title IV Federal Financial Aid, you may be subject to a fine of \$10,000 or a prison sentence or both.

In this section, please state briefly the standard for which you seek an exception.

Example: I would like to appeal the loss of my XYZ scholarship, Pell Grant, student loan due to my low GPA...

Then, attach your written statement, which must explain in more detail your extenuating circumstances. If you are unclear as to why you no longer meet eligibility standards for the academic scholarship or Title IV SAP, please contact the Office of Financial Aid, mthompson@hcu.edu, 800-367-3565, ext. 303.

Right to Appeal

HCU regulations governing Title IV financial aid and academic scholarship programs allow for students to appeal the loss of aid or scholarship and request reinstatement if extenuating circumstances as defined in these guidelines prevented them from meeting criteria for continued eligibility. Appeals must be submitted by the student. An email, phone call, in-person request or a request from someone other than the student will **not** be considered. In most cases, students will receive a written response within one week from the date the appeal is reviewed. **Please be aware that poor academic performance prior to the documented extenuating circumstance will impact the outcome of an appeal.**

- The student must demonstrate that unusual, traumatic, or extenuating circumstances occurred which was beyond the student's control.
- Only completed appeals may be reviewed by the Financial Aid and Scholarships Appeal Committee.
- Appeals may be denied, approved with condition(s), or approved unconditionally.
- Most appeals that are approved are usually on a probationary status and the probationary requirements will be explained at the time of approval.
- The committee's decision is final with no additional appeal possible.
- Submitting this form does not guarantee that your request will be granted.

Definition of Terms

Appeal - The complete and timely documentation of an extenuating circumstance that causes a student to fail to meet the Title IV SAP requirements or the academic scholarship requirements for regaining eligibility criteria. Supporting documentation should accompany the student's appeal form and may consist of a statement from a professional doctor, counselor or advisor who assisted you, physician's statements with dates of treatment, court records, obituaries, etc.

Extenuating Circumstance/Traumatic Event - Extenuating circumstances may include: serious illness of student or immediate family member, death of immediate family member. Traumatic event may include a sudden, uncontrollable event which adversely affects the student's academic performance, such as a natural disaster, divorce, sexual assault, active duty, death of a significant family member (immediate family member).

Financial Aid and Scholarships Appeal Committee

Committee membership will be comprised of the following at a minimum: Director and/ or Associate Director of Financial Aid, 2 or more members of the Scholarship Committee, one faculty member.

Events do not include college adjustment issues such as homesickness, problems with roommates, problems with faculty or staff at HCU, difficult course load, misunderstanding of Title IV financial aid or academic scholarship requirements, dependent care issues, or transportation problems.

Immediate family member - Spouse, grand or great-grand parents or legal guardians, brothers, sisters, children of either the student or the student's spouse, or grand-children.

The Financial Aid and Scholarships Appeal Committee Chairman will review the appeal forms and may request additional information, if necessary, before presenting the appeal to the Committee.

Approved Appeals

Title IV Financial Aid –Approved Title IV financial aid appeals place the student on financial aid probation. The student must meet conditions outlined in the appeal decision. Conditions will be listed in the appeal approval notification and will be monitored by the Office of Financial Aid. Students who have an appeal approved on an academic plan may experience delays in receiving funds the following term because the previous terms grades will be need to checked for compliance with the outlined plan.

Academic Scholarship – Approved academic scholarship appeals allow for scholarship funding for the next semester of enrollment. After completion of that academic semester, the student is expected to comply with all eligibility requirements as stipulated in the original academic scholarship contract in order to receive scholarship funding for each subsequent academic year. Appeal conditions, if any, will be monitored by the Office of Financial Aid.

Student Certification:

By signing below, I certify that I have read and understand the information on this form. I also certify that all information submitted with this appeal is accurate and true, that all copies are unaltered, and all documentation has been appropriately obtained. In relation to obtaining Federal Title IV financial aid, I understand that monetary or criminal penalties may be imposed for fraud or purposely giving false or misleading information.

STUDENT SIGNATURE:

DATE:

Please return completed application and supporting documents to:

Office of Financial Aid
Heritage Christian University
P.O. Box HCU
Florence, AL 35630
mthompson@hcu.edu
Fax (256) 716-8021

FOR OFFICE USE ONLY:

Approved: _____ Denied: _____ Decision Notice sent (date): _____

Conditions _____

Signature: _____ Date: _____

Title: _____