



Financial Assistance Appeal Form

Instructions:

- 1. Complete all sections on the front side of this form. (You must provide clear and detailed information requested in questions 3 & 4. If appropriate, attach supporting documentation.)
2. Schedule an appointment with an Academic Counselor by contacting Counseling Services. The Academic Counselor will complete a Financial Aid Academic Plan with you (page 2 of this form).
3. Both the student and counselor are required to sign the reverse side of this form.
4. Review your Appeal Form. Incomplete forms will not be reviewed!
5. Submit your Appeal Form to the Financial Assistance Office.

Name: _____ NSHE ID: _____

Phone: _____ Email: _____

1. I am submitting this appeal in order to receive financial aid for (you must indicate for which semester and year you are requesting aid):
_____ Fall 20____ _____ Spring 20____ _____ Summer 20____

2. I am appealing because:

- _____ I completed less than 67% of the credits I attempted.
_____ My cumulative grade point average is less than 2.0.
_____ I have reached the maximum number of credits for my degree program.

3. Please explain the reason for your appeal. Attach supporting documentation (REQUIRED for medical reasons, death, or other special circumstances). The Financial Aid Appeals Committee may request additional information or documentation if you do not provide a clear and detailed statement.

4. If this appeal is approved, what assurance can you give the committee that the problem has been resolved and will not create further barriers in completing your attempted credits?

Financial Assistance Academic Plan**Instructions:**

1. The student and academic counselor will complete this section together.
2. Students are required to meet the conditions of Financial Aid Probation. Students who meet the terms of probation, but are not yet meeting the minimum Satisfactory Academic Progress Requirements must continue meeting the terms outlined in this Academic Plan to continue receiving financial assistance.
3. Failure to meet the terms of Financial Aid Probation and/or the Academic Plan will result in **immediate ineligibility** for future and pending financial aid.

Counselor Checklist (Counselors must check to indicate that each area has been discussed)

_____ Discussed Student Appeal Reasons _____ Reviewed Campus Resources
_____ Reviewed Degree Requirements

GPA Requirement (Student must initial one option, this will be part of the Student's Financial Aid Academic Plan)

_____ Continue to maintain a 2.0 semester GPA until all Satisfactory Academic Progress Requirements are met.
_____ Other, Specify Requirement: _____

Completion Rate Requirement (Student must initial one option, this will be part of the Student's Financial Aid Academic Plan)

_____ Complete 67% of the attempted credits during my probationary semester and continue to complete 67% of credits attempted until all of the Satisfactory Academic Progress requirements are met.
_____ Other, Specify Requirement: _____

Maximum Credit Requirement (Student must initial and a Degree Audit Report must be attached)

_____ If my appeal is approved to exceed the maximum number of credits, I understand that I will be funded only for credits that are still needed to complete my degree program.

Counselor's Signature: _____ **Date:** _____

By signing below I agree that I understand the conditions of Financial Aid Probation. If my appeal is approved (other than for maximum credits) and I am granted a probationary term, I understand that I must complete 67% of the credits I attempt in my probationary semester with a 2.0 grade point average for the semester. If I do not complete 67% and do not receive a 2.0 GPA for the semester, this will result in immediate ineligibility for future and/or pending financial aid. If I satisfactorily complete the probationary semester, but have not reached the cumulative completion and GPA requirements, I must continue to meet the requirements listed in the Financial Assistance Academic Plan until I have met all the Satisfactory Academic Progress requirements.

Student's Signature: _____ **Date:** _____

For Committee Use Only	
<input type="checkbox"/> Approved	Probationary Semester: _____ Academic Plan Required: Y / N
<input type="checkbox"/> Denied	
Authorized Signature: _____	Date: _____
Comments:	

Financial Aid Appeal and Academic Plan Information Sheet

To receive and to continue to receive financial aid, you must maintain Satisfactory Academic Progress. You must meet these standards of progress regardless of whether you have previously received financial assistance. (Please note: This form cannot be used for loss of Millennium Scholarship eligibility. Millennium Scholarship eligibility is established by the Office of the Treasurer of the State of Nevada.)

At a minimum, you must satisfactorily complete 67% of all classes attempted each semester and the cumulative completion rate must be 67% or higher. Also, the cumulative grade point average (GPA) must be a 2.0 or higher. Additionally, students are limited to only attempting 150% of the credit required for their specific degree program (i.e. – If 60 credits are required to completed an Associate Degree program, a student can attempt 90 credits (60credits x 150%). Students must submit a Financial Aid Appeal and Degree Audit Report for additional credits once they reach the 150% maximum.)

If you experienced an unforeseen medical issue, death of a relative, or other special circumstances which resulted in you not achieving the credits or grade point average required by WNC Satisfactory Academic Progress standards, you may appeal your eligibility using the Financial Assistance Appeal Form. When considering this appeal, your prior academic history, test scores, and potential for academic success will be reviewed and considered in the decision.

Procedure

1. Complete all sections on the front side of this form. (You must provide clear and detailed information requested in questions 3 & 4. If appropriate, attach supporting documentation.)
2. Schedule an appointment with an Academic Counselor by contacting Counseling Services. The Academic Counselor will complete a Financial Aid Academic Plan with you (the reverse side of this form).
3. Both the student and counselor are required to sign the reverse side of this form.
4. Review your Appeal Form. Incomplete forms will not be reviewed!
5. Submit your Appeal Form to the Financial Assistance Office.

****If you owe money to WNC for prior semesters, you must repay the amount due before your appeal will be considered.**

Your appeal may be strengthened with supporting documentation written by a third party on letterhead stationary that supports or verifies your reasons. **Additional documentation is required for medical reasons, death, or other special circumstances.** In addition, it is recommended that you attach a letter detailing your specific situation that you wish the committee to review. Carefully and specifically explain what happened; give dates and reasons why this problem prevented you from completing your class(es). The Financial Assistance Appeals Committee will review your petition and notify you in writing of the results. All decisions by the Appeals committee are final.

If your appeal is approved, you will be placed on probation for one semester. You must complete 67% of the credits you attempt during your probationary semester with a minimum 2.0 grade point average during the probationary semester. If you complete less than 67% of your attempted courses or receive less than a 2.0 semester grade point average, you will not have successfully completed the probationary period and you will not be eligible to receive future aid. If you satisfactorily complete the probationary semester, but have not reached the cumulative completion and GPA requirements, you must continue to meet the terms of your Financial Assistance Academic Plan until you are meeting all Satisfactory Academic requirements.