



OFFICE OF FINANCIAL AID

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Appeal for Financial Aid Suspension, Maximum Time Frame and Unusual Enrollment History

Student's Last Name	Student's First Name	Student's FCC ID#

Please refer to the email or letter sent to you for details on which of the following statuses you must appeal. There may be more than one! If you are unsure, contact the financial aid office.

Financial Aid Suspension: Your grade point average (GPA) and/or completion rate do not meet the required standards for your level of attempted courses. You have the right to appeal your suspension by doing the following:

1. Complete this form and attach a typed or legibly written explanation of the following:
 - a. What extenuating circumstances prevented you from being successful in your academic coursework and from meeting the required financial aid grade point average/completion rate at FCC? You need to address all semesters in which you had unsuccessful (F, W, AU, U, I) grades. Also address D grades for developmental coursework or for college level courses if your GPA is below the standards.
 - b. Are these circumstances resolved? What steps have you taken to ensure your future success?
 - c. What are your career/educational goals?
2. Attach any documentation that can support your case for extenuating circumstances and plan for success. If you have no supporting documentation, contact the financial aid office for assistance. Failure to submit documentation will likely result in your appeal being denied.
3. Submit all of the above to the Financial Aid Office by the deadline on your suspension email. **Incomplete appeal packets will be denied.**

Maximum Time Frame: You have attempted more credits than financial aid eligibility allows or cannot complete in the maximum timeframe for your program of study. You have the right to appeal for an extension of your eligibility by doing the following:

1. Complete this form and attach a typed or legibly written explanation of the following.
 - a. What program are you pursuing at FCC and why were you unable to complete it within 150% of the time (credits) needed to finish the requirements? For example, AS Nursing requires 70 credits. Maximum time frame occurs when attempted/transferred in credits exceed 105 (70 x 1.5). Address the reasons for all unsuccessful grades (F, W, AU, U, I), repeated grades, and any program changes. Also address D grades for developmental coursework. **If you have already completed a degree at FCC and are pursuing another program, explain why you need this additional degree/certificate.**
 - b. If your reasons were extenuating, are they resolved? What steps have you taken to ensure that you will be successful in completing the requirements if the appeal is granted?
2. Attach any documentation that can support your case for extenuating circumstances and plan for success. If you are unable to provide documentation, explain why in your typed statement.
3. Submit all of the above to the Financial Aid Office by the deadline on your suspension email. **Incomplete appeal packets will be denied.**

Unusual Enrollment History: The Financial Aid Committee has reviewed your Enrollment History Verification Form and has determined that you cannot be granted financial aid eligibility. You have the right to appeal by doing the following:

1. Complete 6 credits at FCC at your own expense (this is a requirement set by the Department of Education).
2. After step 1 is documented on your FCC transcript, complete this form and attach a typed or legibly written explanation of why you enrolled in multiple schools and received a financial aid credit without successfully completing coursework. You should address all schools attended and attach any documentation that can support your case.
3. Submit all of the above to the Financial Aid Office. **Incomplete appeal packets will not be reviewed.**

REQUIRED - Answer the following questions:

1. What status are you appealing? (Circle applicable reason(s) as stated in our letter/email to you.)
 - a. Suspension due to grade point average and/or completion rate
 - b. Maximum time frame
 - c. Unusual enrollment history
2. What degree program is this appeal intended to support? _____

(Note: You must ensure that this is the degree program currently listed in PeopleSoft. If a program change is needed, submit that to WRC **before** turning in your appeal.)

REQUIRED - Read and initial next to each statement listed below:

Initials	Terms of Agreement
	My appeal will be reviewed by a committee, and I will be notified of the decision to approve or deny my appeal via FCC student email. (Generally 2-3 weeks after submission of appeal, but can be more during peak processing times.)
	If my appeal is approved, I will be required to complete an "Individual College Academic Plan" (ICAP) with an academic advisor. Failure to honor my plan or to meet the SAP requirements after my probation semester(s) will result in the suspension of my financial aid.
	I understand that submission of an appeal is no guarantee that it will be granted, and that I am responsible for making payments for my classes or dropping classes prior to the refund period.
	I understand that if I stay in classes beyond the date to withdraw for a refund, I will be responsible for charges on my account should my appeal be denied or I fail to submit requested paperwork to complete my financial aid file.
	Per Federal regulations, my appeal must prove (with statement and documentation) that I had extenuating circumstances that prevented me from being successful. If my appeal only indicates I have made choices that led to my suspension, my appeal will be denied.
	Financial Aid will only cover courses that are required for my degree/certificate at FCC. If I am only taking classes needed to transfer that are not required for my program at FCC, my appeal will be denied.

Student's Signature

Student ID#

Date

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

