



EL PASO COMMUNITY COLLEGE FINANCIAL AID Satisfactory Academic Progress (SAP) Financial Aid Suspension Appeal

How to appeal for reinstatement of financial aid:

An appeal process is available to any student who has been determined ineligible for continued aid if extenuating circumstances prevented them from maintaining satisfactory academic progress. Students must initiate a written petition, including appropriate documentation, stating the circumstances which brought about the ineligibility with the Financial Aid Office. Any student anticipating the necessity of making an appeal should be prepared to pay his or her own registration fees in the event the appeal is not approved or is approved after the payment deadline. **Students must be enrolled for the semester in which reinstatement is being requested.** Submitted requests must be typed.

All requests and supporting documentation must be attached to an EPCC Satisfactory Academic Progress Financial Aid Suspension Appeal Form

The following mitigating circumstances are examples of circumstances that may be considered:

- **Personal illness, injury or accident**
Requires a doctor's written statement, hospital records, accident/police report
- **Serious illness or death within immediate family**
Requires a death certificate/obituary notice or doctor's statement
- **Transportation problems**
Requires a mechanics bill and verification that public transportation is not available in your area
- **Divorce or separation**
Requires divorce/separation documents or letter from attorney
- **Last enrollment was at least 10 years ago**
Requires a copy of your most recent transcript
- **Administrative error**
Requires documentation from the involved administrative office explaining the nature of the error.
- **Dual Credit**
Requires a written statement of the circumstances that affected your ability to meet the Satisfactory Academic Progress (SAP) standards.

The condition or situation must have occurred during the period of enrollment immediately prior to the Financial Aid Suspension and must have been resolved to allow the student the ability to complete course work successfully or the request will not be granted.

IF REINSTATEMENT IS DENIED

If a student's request for reinstatement is denied by the Appeal Committee, the student may submit a letter requesting reconsideration, clearly stating why further deliberation should be given to their request. This appeal may be submitted to the Financial Aid Staff at any campus and will be reviewed by Financial Aid Senior Administrative Staff. The decision rendered by the Financial Aid Senior Administrative staff will be final.

**Appeal Dates
For
2009-10**

Dates Appeal Must be Received at Financial Aid Office	FAO Committee Meets	Results Mailed/E-Mailed
August 14	August 19	August 21
September 4	September 9	September 11
October 9	October 14	October 16
November 6	November 11	November 13
December 4	December 9	December 11
January 8	January 13	January 15
February 5	February 10	February 12
April 2	April 7	April 9
May 14	May 19	May 21
June 11	June 16	June 18
July 9	July 14	July 16



**Financial Aid Office
Satisfactory Academic Progress
Financial Aid Suspension Appeal**

Financial Aid Office Use Only	
_____	Suspension verified
_____	Academic History
_____	Student written statement
_____	Supporting documentation
Date received _____	FAO _____

Student Name _____ Student ID Number _____
Last First

Mailing Address _____
Number Street City State Zip Code

EPCC Smart Start Network E-mail Address _____ Telephone Number _____

In order to be considered for an appeal a student must demonstrate that: (1) an unusual/extenuating circumstance that affected their academic performance existed while they were enrolled at EPCC; (2) documentation of the circumstance exists (**Undocumented appeals will not be considered**); and (3) the circumstance is now resolved or no longer exists.

Appeals must be submitted within 30 days of notification from the Financial Aid Office of the financial aid suspension status. Students may not request reinstatement for a semester that has already ended.

In which semester do you plan to enroll? Fall _____ Spring _____ Summer _____

Required attachments:

1. A written statement of the circumstances that affected your ability to meet the Satisfactory Academic Progress (SAP) standards
2. Supporting documentation relevant to the explanation. (Examples: doctor or hospital statements, police reports, statements from a third party that knows the situation well)

**Return, mail, or fax this completed form and required attachments to any EPCC Financial Aid Office
FAX NUMBER (915) 831-2294**

Committee Review:		
_____	___ Approved	Comments _____
_____	___ Denied	_____
FAAC _____ date		
_____	___ Approved	Comments _____
_____	___ Denied	_____
FAAC _____ date		
_____	___ Approved	Comments _____
_____	___ Denied	_____
FAAC _____ date		

FOR OFFICE USE ONLY		
_____	___ Approved	Comments _____
_____	___ Denied	_____
FAO _____ date		
Banner cleared _____	Date appeal results mailed/emailed _____	