

**SPARTANBURG COMMUNITY COLLEGE
FINANCIAL AID APPEAL INSTRUCTIONS**

NAME: _____ DATE: _____

SOCIAL SECURITY NUMBER or SCC ID: _____

SECTION A:

If your financial aid eligibility has been suspended because you failed to meet your warning, probationary or appeal stipulations:

1. You (the student) must write a letter addressed to the Financial Aid Appeals Review Committee describing in detail the extenuating circumstances that prevented you from meeting your stipulations. Documentation to support the extenuating circumstances must also be attached. You must explain why you are not meeting the SAP policy and what has changed that will allow the SAP policy to be met.
2. If an instructor is familiar with your circumstances, obtain a statement from the instructor and attach to this form.
3. Return your appeal and all supporting documentation to the Financial Aid Office.

SECTION B:

If your financial aid eligibility has been suspended because you have attempted the maximum number of credit hours allowed for your program of study:

1. You (the student) must write a letter addressed to the Financial Aid Appeals Review Committee describing why you have attempted more credit hours than is required for your program of study.
2. You must obtain from your academic advisor a complete list of courses that you must complete for your degree and your anticipated graduation date. This list must be attached to this appeal. **Emails and faxes will not be accepted.**
3. Return your appeal and all supporting documentation to the Financial Aid Office.

SECTION C:

If you met your warning stipulations but are still not meeting the SAP policy overall (either your completion rate is less than 67% or your program grade point average (GPA) is less than 2.0) and are being placed on financial aid probation:

1. You (the student) must go to WebAdvisor under Academic Profile and print a Program Evaluation.
2. You must sign an Academic Plan (see below).
3. Return your Program Evaluation and signed Academic Plan to the Financial Aid Office.

YOUR APPEAL WILL NOT BE ACCEPTED IF IT IS INCOMPLETE.

**Spartanburg Community College
Financial Aid Office
Satisfactory Academic Progress (SAP) Academic Plan**

(To only be completed by students who were on financial aid warning, met the stipulations but are still not meeting the SAP policy overall.)

1. I have reviewed my program evaluation and understand the requirements I must meet to graduate from my program of study. I acknowledge that I should ask my academic advisor any questions about graduation requirements.
2. I understand that while I am on financial aid probation, I must meet the following stipulations:
 - A. Enroll in at least 6 credit hours per semester, and
 - B. Complete 100% of the credit hours attempted (withdrawals, incomplete grades and failures do not meet this requirement), and
 - C. Achieve a semester GPA of at least 2.0.
3. I understand that if I continue to meet these stipulations, I will eventually be meeting the SAP policy overall, will be taken off of financial aid probation and can complete my program of study within the maximum time period allowed.
4. I understand that if I fail to meet any of the stipulations, I will be suspended from receiving any federal financial aid and S.C. Need Based Grant. I also acknowledge that an appeal will only be allowed for documented extenuating circumstances that occur during the probationary period such as prolonged hospitalization, death in the family or a change in work hours that conflict with the class schedule. I acknowledge that extenuating circumstances do not include being a single parent or working full-time while attending school.
5. I understand that I should discuss my options with a financial aid counselor prior to dropping or withdrawing from any course(s).

I acknowledge that I have read and understand each item on this academic plan and that I am advised to keep a copy of this academic plan for my records.

Printed Name

SCC ID

Signature

Date