Financial Aid Appeal Form

PLEASE PRINT ALL INFORMATION:

NAME: ________________________________ UWG ID#

ADDRESS:____________________________________________________ CITY____________________ STATE_____ ZIP_____ 

PHONE: Local:____________________ Home:_________________________ Cell:____________________

UWG email address: _____________________________@my.westga.edu

WHICH SEMESTER ARE YOU REQUESTING YOUR AID BE REINSTATED?
Please check one: ___ Fall ___ Spring ___ Summer

WHICH SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT ARE YOU APPEALING?
Please check all that applies: ___ Pace of Progression ___ GPA ___ Max Hours

PLEASE READ and PROVIDE THE FOLLOWING:
If there were extenuating circumstances, such as a death in your immediate family, a personal illness, a serious injury, or other circumstances beyond your control that affected your ability to meet the academic progress requirements, you can submit a letter of appeal. The letter must be typed, signed by the student, and must specifically address the courses, grades, and terms of enrollment which are affecting the insufficient SAP standing. The statement should have correct grammar, spelling, and punctuation and should be written in a professional manner. You must include this form, a letter of appeal, and any supporting documentation such as an obituary, a doctor's excuse, medical bills, etc.

The appeal (plus all requirements mentioned below) must be submitted by 5:00 pm 5 days prior to the fee payment deadline of the term you are requesting aid in order for the committee to have time to provide a decision.

➢ You must submit this form along with a specific letter of explanation for your inability to meet UWG’s Satisfactory Academic Progress (SAP) standards. Please explain how these circumstances have changed so that you can comply with our regulations in the future.

➢ Provide supporting documentation, your appeal may be delayed or denied without it.

➢ Specify what terms the circumstances occurred.

➢ If you are appealing due to max hours, you will need to submit a letter from your advisor that will list the specific courses you will need, and what semester you will take them.

The Financial Aid committee will only have the information you provide to base their decision on. It is extremely important that your letter fully describe the extenuating circumstances that prevented you from making satisfactory academic progress as defined by the Financial Aid Satisfactory Academic Progress Standards. An explanation of the satisfactory academic requirements can be found at http://www.westga.edu/financialAid/index_2959.php.

It is the student’s responsibility to check on the status of their appeal, if granted you must sign and agree to the stipulations of the appeal before any aid will be credited to your account. You will receive an email once the committee has reached a decision. Please allow 3-5 business days for the processing of your appeal.

You are responsible for making sure your fees are paid before the fee payment deadline each term.

Student’s Signature ____________________________ Date _________________

Please allow 24-48 hours for documents to be posted on Banweb and/or to confirm receipt.