



Financial Aid Office
173 Skirmisher Lane
Middletown VA 22645
(540) 868-7130 (phone)
(540) 868-7274 (fax)
finaid@lfcc.edu
www.lfcc.edu/finaid

**Administrative Appeal to the Satisfactory Academic Progress Policy for
Financial Aid Recipients
2011-12 Aid Year**

If you wish to appeal the loss of your eligibility, please complete this form and attach your current degree progress report and your completed Academic Progress Plan form. Appeals submitted without these documents will be rejected. Once this appeal form has been completed, please submit it to the above address, in person, fax, or e-mail, with the required documentation.

Student's Name: _____ LFCC e-mail: _____

Date of Birth _____ ID # _____

Please check the term you would like to utilize the appeal for: (Choose 1 term only):

- _____ Fall 2011
- _____ Spring 2012
- _____ Summer 2012

ONE TERM ONLY

Reason for Appeal:

Students may appeal the loss of their financial aid eligibility if it was caused by unusual mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of a family member, or other unusual circumstances.* This appeal is based on the situation(s) checked below:

- ___ Personal illness or illness of an immediate family member. (Please attach statement from a family physician attesting to the medical condition.)
- ___ Death of an immediate family member. Relationship: _____
(Please attach a copy of the obituary or death certificate.)
- ___ Other unusual mitigating circumstances.* (Please provide a written explanation and supporting documents – i.e. court records, police reports, letter from counselor or another unbiased third party, etc.)

***Note: Job conflicts, transportation problems, or childcare conflicts DO NOT constitute unusual mitigating circumstances but MAY be considered on a case-by-case basis. Detailed explanation of factors contributing to your unsatisfactory academic progress:**

You must provide the Financial Aid Office with a written explanation detailing the reasons you failed to make satisfactory academic progress (SAP). In addition, you must state what changes in your circumstances have occurred which will ensure that you will be able to meet our SAP requirements in subsequent semesters if your appeal is approved.

I understand that decisions on appeals are processed on a case-by-case basis. I have read the LFCC SAP policy (www.lfcc.edu/finaid) and understand why I am not making satisfactory academic progress. I understand that appeals turned in without supporting documents will be denied. If approved, I will be expected to:

- Achieve the required GPA based on your number of attempted credits.
- Successfully complete 67% or more of the courses attempted from the approved semester and all semesters thereafter.
- Successfully complete the academic progress plan as created with an academic advisor and approved by the Financial Aid Office
- Successfully complete my program before I have attempted 150% of the program requirements. This calculation is cumulative and includes all prior courses attempted as well. (example: degree requires 60 credits, 90 credits is the 150% max).

Student Signature

Date