CHECKLIST FOR APPEAL PROCESS

☐ **Fill out Appeal Form**
  - Forms can be obtained from:
    
    Or
    
    - Come in to the Financial Aid Office to get form

  ✓ Attach written letter explaining your circumstances of event, be sure to include dates, how it affected your studies, and how it’s been resolved
  ✓ Attach any supporting documentation
  ✓ Meet with your Guidance Counselor to fill out Plan of Study
  ✓ Make sure you and your counselor sign the form

☐ **Submit Signed Appeal Form** and all supporting documentation to the Financial Aid Office by the deadline dates on the form. (A decision letter will be sent to you.)