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 Academic Advisor 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.)