

Financial Aid Appeal for Extenuating Circumstances That Are Not Expected to Recur

Name: _____

SS# or Student ID: _____

Mailing Address: _____

Today's Date: _____

City, State, Zip: _____

(_____) _____
(Phone Number where you may be reached during the day)

Degree: _____

Email: _____

An Appeal is used to request consideration for reinstatement into student aid programs such as Pell. **Please take the time to thoroughly state and document your extenuating circumstance which caused your low completion rate.** The Appeal must be completed by the student and it is the student's responsibility to provide adequate supporting documentation. Please submit your Appeal and supporting documentation as early as possible before a semester begins. Note: An Appeal received in the ANC Financial Aid Office in Blytheville by 4 p.m. of the first day of each semester will be reviewed during the 100% refund period.

APPEALS WILL NOT BE REVIEWED UNLESS TYPED AND UNTIL RELEVANT SUPPORTING DOCUMENTATION IS SUBMITTED.

<i>Semester Suspension Occurred</i>	<i>Semester Student Plans to Enroll</i>
Fall (Aug-Dec):	Fall (Aug-Dec):
Spring (Jan-May):	Spring (Jan-May):
Summer (June/July):	Summer (June/July):

1. On a separate sheet, **type** your explanation:
 - a.) Outlining the extenuating circumstance (beyond the student's control) that caused your low completion rate,
 - b.) Explaining how the problem has been resolved, and
 - c.) Your plan to successfully complete future terms of enrollment.

2. **Attach** documentation which fully supports your explanation and confirms your unusual extenuating circumstance. *This information is required.* (Examples of supporting documentation could be: Medical records, court documents, receipts, police reports, etc.)

3. **Submit** all documents to the ANC Financial Aid Office in Blytheville. An appeal will be reviewed within 14 days of receipt and a letter will be sent to the student indicating the outcome of the review.

4. **Please Remember:**
 - If classes have already begun when the appeal is submitted, **do not miss class** waiting on a decision. **Attend every class.**
 - If your appeal is approved and you have already enrolled in classes, see the Financial Aid Office immediately to complete a deferment
 - If your appeal is approved and you are ready to enroll, see your advisor to set your schedule and then the Financial Aid Office to complete a deferment.
 - If you are not enrolled and the semester has not begun, wait to enroll until your appeal is reviewed.
 - If you are enrolled and your appeal is denied, please contact the ANC Business Office in Blytheville to make payment arrangements. If you decide not to attend or to reduce the number of hours you are enrolled in, you must complete a Drop/Add Form before or during the first two weeks of a fall or spring semester or the first week of a summer session to have all tuition and fee charges reversed/adjusted. If you do not complete this process, you will have a balance due ANC and will receive F's on your transcript.

OFFICE USE ONLY:	Received in the Blytheville Financial Aid Office by First Day of Semester: Yes No	
Date Appeal Received: _____	Date Granted: _____	Date Denied: _____
Date Documentation Received: _____	Student Letter: _____	SAP Updated: _____
Notes:		