



Financial Aid Appeal Instructions

Alvin College Appeal Process:

1. Complete the Financial Aid Appeal Form.
2. Type your Required Appeal Statement on a separate document, and attach supporting documentation for your answers. See the Appeal Form to determine what information should be included in your statement.
3. Submit the Financial Aid Appeal Form, typed statement, and supporting documentation to the Alvin College Financial Aid Office email: FA@alvincollege.edu (pictures of the forms and documents are accepted).
4. The Financial Aid Office will contact your Academic Advisor to complete an Advising Program Assessment. The results of the assessment will be sent to your Alvin College student email address and the Financial Aid Office.***

*****An Advising Assessment is not required for students accepted into selective admissions programs.** Selective admissions programs include: Diagnostic Cardiovascular Sonography, Emergency Medical Technology (technician and paramedic), Health Information Management, Neurodiagnostic Technology, Nursing (ADN, LVN, and LVN-ADN Transition), Polysomnography, Respiratory Care, and Basic Law Enforcement Academy.

5. The Financial Aid Office will review your appeal, supporting documentation, and Advising Program Assessment. Appeal decisions may take up to three weeks. Appeal decisions are sent via email. We recommend that students consider setting up a payment plan with the Business Office if ample time is not allowed for your appeal to be reviewed.
6. Approved students will receive an Academic Plan via email. The Academic Plan must be adhered to by the student in order to maintain financial aid eligibility. Failure to adhere to the Academic Plan will result in the student forfeiting his/her financial aid eligibility. **Financial aid cannot be disbursed until a complete and signed Academic Plan is on file with the Alvin College Financial Aid Office.**



Financial Aid Appeal Form

Last Name _____ First Name _____ ACC ID _____

Alvin College Program _____

Which semester are you appealing to receive aid (semester/year)? _____

I have read the standards of Federal Satisfactory Progress and I understand that I am no longer eligible for financial aid because (please check all that apply):

_____ My Alvin College cumulative grade point average is less than 2.0 and/or I did not complete 67% of the hours I have attempted. *See **Required Statement #1** below in a separate document (Word or PDF).*

_____ I have attempted more than 150% of the semester hours required by my degree or certificate – Maximum Timeframe. *See **Required Statement #2** below in a separate document (Word or PDF).*

Required Statement #1: GPA and Completion Rate Appeals. Please type your answers on a separate document. Documentation to support your answers is required.

1. Describe the circumstances which kept you from making Satisfactory Academic Progress.
2. Describe how your circumstances have changed, so you can meet the requirements.
3. Describe how the changes you have made will allow you to demonstrate Satisfactory Academic Progress in the future.

Required Statement #2: Maximum Timeframe Appeals (Please type your responses on a separate document)
Be thorough in your statement. Your statement is the primary documentation we will use to review your appeal. Include information that may apply to you: any changes in schools and programs, previous degrees and certificates earned, why you chose the Alvin College program, and how completion of the program will advance your future educational and career goals.

My appeal will be reviewed by the Financial Aid Office, and I will be notified via email of the decision.

The decision of Alvin College Financial Aid Office is FINAL.

Student Signature

(Typed signatures cannot be accepted)

Date