

# Alvin Community College

## Financial Aid Appeal Instructions

### ACC Appeal Process:

1. Complete the Financial Aid Appeal Form.
2. Type your answers to the Required Appeal Questions on a separate document, and attach supporting documentation for your answers.
3. Complete the Mandatory Advising Form\*\*\*. Using your ACC email address, email the complete appeal to the ACC Advising Office ([advising@alvincollege.edu](mailto:advising@alvincollege.edu)). Someone from Advising will contact you to complete the form.
  - \*\*\***Students accepted into selective admissions programs are not required to complete the Mandatory Advising Form.** 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. Students appealing for the programs above should skip to #3.
4. Submit the Financial Aid Appeal Form, typed answers to the Required Questions, supporting documentation, and Mandatory Advising Form (if applicable) to the ACC Financial Aid Office.
  - Email: [FA@alvincollege.edu](mailto:FA@alvincollege.edu) (pictures of the forms and documents are accepted)
  - Fax: 281-756-3840
5. The ACC Financial Aid Office will review your appeal and supporting documentation. 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 ACC 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 ACC Financial Aid Office.**

# Alvin Community College Student Appeal Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ACC ID \_\_\_\_\_

ACC 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 ACC cumulative grade point average is less than 2.0.

\_\_\_\_\_ I did not complete 67% of the hours I have attempted.

\_\_\_\_\_ I have attempted more than 150% of the semester hours required by degree or certificate.

Federal Financial Aid Regulations only allow students to appeal who have experienced one of the following documentable circumstances. **APPEALS SUBMITTED WITHOUT SUPPORTING DOCUMENTATION WILL NOT BE CONSIDERED.**

- Injury or illness to the student.
- Injury, illness, or death of a relative.
- Other, ONE-TIME, special circumstances

## **Required Appeal Questions (DOCUMENTATION OF YOUR ANSWERS IS REQUIRED)**

1. Describe the circumstances which kept you from making Satisfactory Academic Progress.
2. How the circumstances you described have changed?
3. Describe how the changes you have made will allow you to demonstrate Satisfactory Academic Progress in the future.

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

**The decision of ACC Financial Aid Office is FINAL.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Mandatory Advising for Financial Aid Appeal

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ACC ID \_\_\_\_\_

ACC Program \_\_\_\_\_ Catalog Year \_\_\_\_\_

The purpose of mandatory advising is to ensure that the student understands the requirements of the ACC program for which they are appealing. This is your opportunity to ask questions regarding your ACC program requirements, address concerns, and get advice on how to be successful in your program.

The following information will be provided during advising.

- Ensure the correct degree/certificate program is the only active program on file.
- Number of classes/hours required for graduation.
- Number of semesters/academic years required until graduation.
- Current cumulative GPA, and projected GPA requirements and grade expectations.
- Any course substitutions or testing required to complete the program.
- Classes that are only offered during certain semesters or on a limited schedule.
- Special equipment or software required.
- Time management and barriers to completion of program.

Other:

**By signing below, you acknowledge that you received and understand the above information.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

**I certify that I have gone over and explained the above information with the student.**

**Submit this form with your Financial Aid Appeal.**