

Alvin Community College

Financial Aid Appeal Instructions

Appeal deadlines are posted on The POD. Students who do not meet the appeal deadline must use personal funds to pay for tuition and fees by the payment deadline for the semester. We recommend that students consider setting up a payment plan with the ACC Business Office.

ACC Appeal Process:

1. Complete the **Financial Aid Appeal Form**, and type your answers to the Required Appeal Questions.
2. Email the **Mandatory Advising Form** to the ACC Advising Office (advising@alvincollege.edu). Someone from Advising will contact you to complete the form. *Students accepted into selective admissions programs are exempt.*
3. Submit a complete appeal to the ACC Financial Aid Office (see below).
4. The ACC Appeal Committee will review your appeal and supporting documentation. Login to The POD for Financial Aid Appeal deadlines.
5. Appeal decisions are emailed to students within three weeks of receipt of a complete appeal.
6. Approved students must complete an Academic Plan. 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.**

Only COMPLETE appeals will be considered. A COMPLETE appeal includes all of the following:

- A complete, signed, and dated ACC Appeal Form (attached).
- Typed responses to the Required Appeal Questions (see the ACC Appeal Form).
- Documentation to support your answers to the Required Appeal Questions.
- Mandatory Advising for Financial Aid Appeal Form. *Students accepted into selective admissions programs are exempt.*
- Official transcripts from all previous schools must be received by the Admissions Office. Foreign transcripts are required to be evaluated by an approved service (see ACC catalog).
- All required documents and information for FAFSA (*if not previously submitted*).

Submit your complete appeal to the ACC Financial Aid Office:

Mail:

Alvin Community College
Financial Aid-Appeal
3110 Mustang Road
Alvin, TX 77511

Fax:

Attn: Appeals Committee
(281) 756-3840

Email:

Subject: Appeal Form for the ____ semester
FA@alvincollege.edu

Alvin Community College Financial Aid 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 Appeal Committee, and I will be notified via email of the decision.

The decision of ACC Appeal Committee is FINAL.

Student Signature

Date

Mandatory Advising Form 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. The student is required to initial each item acknowledging that they received and understand the information.

_____ 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: _____

Student Signature

Date

Academic Advisor, Division/Dept. Chairperson Signature

Date

Submit this form with your Financial Aid Appeal.