



Office of Financial Aid  
2400 Gillionville Road  
Albany Georgia 31707-3098  
Telephone 229-317-6746  
Fax 229-317-6607

## SATISFACTORY ACADEMIC PROGRESS APPEAL

Even though you are currently on financial aid suspension, it is possible to have your eligibility reviewed if mitigating circumstances were responsible for this deficiency. **YOU MUST COMPILE AND ATTACH SIGNIFICANT DOCUMENTATION TO JUSTIFY YOUR APPEAL. APPEALS SUBMITTED WITHOUT OFFICIAL DOCUMENTATION WILL NOT BE REVIEWED. A STUDENT MAY NOT SUBMIT MORE THAN TWO APPEALS WHILE AT DARTON.** If you would like to appear before the Committee, appointments can be made through the Office of Financial Aid.

- Using the Darton Appeal Form, **provide your own neatly written or typed statement** describing the specific reasons and circumstances surrounding your lack of sufficient progress. **Be specific and concise in your explanation** since incomplete information may cause delay in the review of the appeal or a denial of your request.
- Do not discuss need for financial aid as a part of the rationale for reinstatement of student aid eligibility. It is assumed that any student filing an appeal is doing so based upon financial need.

Consideration for mitigating circumstances includes:

- **Health Reasons** – Include medical documents (physician's letters, copy of medical bills, etc.). Pregnancy is not considered an unexpected event and therefore is not an extenuating circumstance unless there are unforeseen complications.
- **Death of an Immediate Family Member** – Include copy of death certificate, funeral program, student birth certificate
- **Undue Hardship** – Include documentation from a third party professional (instructor, counselor, clergy, court records, etc.) who can verify your claim. **Computer problems/technical difficulties do not warrant an undue hardship and should not be the basis for submitting an appeal.**

Return completed Darton Appeal Form with attached letters and documentation to the Office of Financial Aid, Building A, Room 198.

Appeals must be submitted prior to the beginning of the term for aid to be reinstated for payment of term charges. Once your information is reviewed, you will be contacted with the decision of approval or denial.

If your financial aid is suspended for failure to meet satisfactory academic progress, you must successfully complete the required number of hours and/or attain the required GPA before reestablishing eligibility for financial aid. Periods of non-enrollment in school have no effect on a student's satisfactory academic progress status upon re-entering.



Office of Financial Aid
2400 Gillionville Road
Albany Georgia 31707-3098
Telephone 229-317-6746
Fax 229-317-6607

Financial Aid Appeal Form

NAME \_\_\_\_\_ SSN \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Contact Address \_\_\_\_\_ Contact Number (229) \_\_\_\_\_
\_\_\_\_\_ E-mail Address \_\_\_\_\_

REASON FOR APPEAL: (Please attach all supporting documentation)

Multiple horizontal lines for writing the reason for appeal.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE REFER TO INFORMATION ON BACK OF APPEAL FORM

Office Use Only:

Box containing Status of Appeal checkboxes (DENIED, PENDING/OTHER, REINSTATED), Date Received & Initials, and Final Decision & Date.