

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE YOU WRITE YOUR APPEAL

These instructions are for the use of students who have been placed on financial aid suspension. By following the steps outlined, a student may appeal his or her placement on financial aid suspension. The Darton College Financial Aid Standards of Progress can be found online at <http://www.darton.edu/admin/finaid/forms.php>.

Federal regulations and the regulations governing many other forms of student aid require that a student meet a minimum academic standard in order to continue to receive student financial aid. The Darton College Appeal Committee may make exceptions to the requirements in individual cases, if the student can demonstrate that his or her failure to meet the minimum standard was caused by **extreme or unusual circumstances beyond his or her control**.

Appeals received after the deadline date will be reviewed the following semester. You will be informed of the committee's decision by phone or email that you provided at the top of this form.

NOTE: If you have been placed on academic suspension and wish to appeal that status, you should contact the Registrar's Office for instructions. There are two separate appeal processes for academic suspension and financial aid suspension. Your financial aid appeal may be held until the Academic Appeal committee has made a decision on your academic standing. Your appeal of financial aid suspension will not correct your academic standing. Likewise, being readmitted through the Academic Committee will **not** automatically remedy your financial aid suspension.

GUIDELINES FOR AN APPEAL

If you wish to appeal the suspension of your financial aid, you should use the following guidelines. A successful appeal will contain complete explanations of the items listed below, if applicable. You must compile and attach significant documentation to justify your appeal. The Committee will only review the materials that you provide; therefore it is your responsibility to thoroughly document your appeal. **Appeals lacking adequate documentation will not be reviewed and the student will be notified that their appeal information was insufficient and is denied.**

1. Provide a written statement describing the reasons for and circumstances surrounding your lack of sufficient progress. These circumstances should be extreme or unusual circumstances that were beyond your control. Your attention should be focused on the particular academic term(s) and/or course(s) for which you registered but did not successfully complete. Be specific and concise in your explanation since incomplete information may cause a denial or a delay in the review of your appeal.
2. Provide a detailed explanation of the measures you have taken to ensure that your academic performance will improve and/or actions you have taken to correct the circumstances that prevented your prior lack of academic progress.
3. Medical circumstances must be explained and should include physician statements on letterhead, and supporting medical documentation indicating medical difficulties during the relevant timeframe. If applicable your employer, on letterhead, should document extenuating job demands or work schedule changes that hindered your academic success.
4. You may also provide a letter of support from a faculty member or academic advisor who is knowledgeable of your situation. If you provide third party letters, you must still provide your own written statement,
5. **Do not discuss your need for financial aid as part of your rationale for reinstatement on federal aid.** It is assumed that any student filing an appeal is doing so based upon financial need.
6. If your personal statement can not be typed, please write legibly on the provided form. Appeals must be dated and signed by the student.

Return completed Darton Appeal Form with attached documentation to the Office of Student Financial Aid, Building K, Room 111B, or mail to the address on the front of the form.