Southwest Georgia TECHNICAL COLLEGE

Financial Aid Suspension Request for Appeal

- An appeal for reinstatement of financial aid will be granted only if you document extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress Standards. To meet those standards, you must maintain a minimum 2.0 cumulative GPA and successfully complete at least 67% of all credit hours for which you register.
- Complete this appeal form and attach documentation to support your appeal. Your appeal form and documentation must be submitted to the Financial Aid Office by the deadline printed in your Suspension Letter. You will be contacted at the phone number listed below and by mail after the Appeals Committee has met. You should be prepared to self-pay your tuition and fees for the upcoming quarter.
- **Appeals submitted without documentation will not be considered.** Documentation may include, but is not limited to, one or more of the following: statement from doctor on letterhead and signed by physician; copy of medical records with dates of treatment/hospitalization; death certificate or obituary; statement from employer on letterhead and signed by supervisor, etc.

Student Name: _____ Student ID #: _____

Mailing Address: _____ Daytime Phone #: _____

City: _____ State: _____ Zip: _____ Additional Phone #: _____

Last Quarter of Attendance: _____ Projected Quarter to Attend: _____

Current Program of Study: _____ Award Sought: ❑ Degree ❑ Diploma ❑ Certificate

Please explain in the space below the unique circumstances that occurred which prevented you from making satisfactory academic progress and why you were not able to plan for those circumstances. What steps have you taken to ensure that you will make satisfactory academic progress in the future? (Attach a separate sheet if necessary.)

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(Please use the back side of this form if you need additional writing space.)

(5/2009)

As set forth in its student catalog, Southwest Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The Title IX Coordinator: Joyce Halstead, VPSA, SWGTC Building A, (229) 225-5062. Section 504 Coordinator: Alison Welch, SWGTC Building A, (229) 227-2793

Student Name: _____

My signature below certifies that all information on this form and any attachments is complete and accurate. It also authorizes the Financial Aid Office to verify any information or documentation submitted.

Student Signature: _____ Date: _____

For Office Use Only

Documentation Attached? ❑ Yes ❑ No Date Received: _____

Previous Appeal on File? ❑ Yes Date/Decision: _____

❑ No _____

Current GPA (cumulative): _____ Completion Rate: _____

Approved? ❑ Yes ❑ No Effective Date: _____

Requirements: _____

Financial Aid Office Update Banner Forms: _____ ROASTAT _____ ROAUSDF

Date of Notification to Student: _____ By Phone _____ By Mail

FAA Signature: _____ Date: _____