Marion Technical College
Office of Financial Aid
Phone: (740)389-4636
Email: financial-aid@mtc.edu

2020-2021 Satisfactory Academic Progress Appeal

PRINT - Last Name  First Name  MI  Social Security #

Address  Date of Birth

City  State  ZIP Code  Phone Number

Marion Technical College recognizes that occasionally emergency situations occur which prevent the completion of scheduled classes. When an emergency situation outside of the student’s control occurs, the student may appeal to have his/her financial aid suspension lifted and his/her eligibility reinstated. The following guidelines MUST be followed for financial aid SAP appeals:

Required documentation for completing the appeal process:

1. A personal statement is required. Explain (on a separate sheet of paper – typed preferred) in detail the reasons that caused your suspension status.
   - What happened the term that caused you to go to warning/suspension status?
   - State how you plan to improve upon past academic performance. How has the situation improved that you may now be able to successfully complete the classes attempted? Failure to provide a plan for improvement may result in your appeal being denied.

2. Provide documentation or statements that support your situation. Attach third party documentation on company letterhead to clarify/support your appeal such as: statements from academic advisors, faculty, employers, physician, attorney, copies of your plan of study, an obituary, insurance reports, or court filed documents. All documentation must be date specific and address the circumstances that occurred during the terms your academic performance did not meet minimum standards. Failure to substantiate your circumstances will result in your appeal being denied for lack of documentation.

3. An Academic Plan approved by your Advisor must also be submitted with this form.

4. Confirmation page from completing Financial Awareness Counseling. Create an account at www.StudentLoans.gov (if you do not already have one). Follow the link for “Complete Financial Awareness Counseling”. Print out your results and attach the dated first page confirming completion with the Appeal Application. Appeal will NOT be accepted without confirmation page.

- Deadline for submission of all appeals is the second Friday of the term. Appeals received after this deadline will be considered for reinstatement in the next term.
- If the appeal is approved and the student fails to meet SAP a second time, there is no second appeal.

My signature attests to the accuracy of all information and documentation submitted pertaining to this appeal. I understand that if my appeal is approved, I will be placed on probation and sent an email detailing the terms of my probation for which I am responsible. I also understand that if I do not meet the terms of my probation, I may NOT appeal again regardless of the circumstances.

Student Signature: ________________________________________ Date: _____________________________

All documents and forms submitted to the Financial Aid Office becomes the property of Marion Technical College.
For Internal Use ONLY
Financial Aid Personnel Comments/Recommendation:

GPA _____ 150% _____ 67% _____

Prior Warnings - ______________________________
Prior Suspensions - ______________________________
Prior Appeal – Approved ______________________________
Prior Appeal – Denied ______________________________
PDC ______________________________

__________________________________________________________
__________________________________________________________
__________________________________________________________

Financial Aid Personnel Signature: ___________________________ Date: ________________________

Decision: ______ Approved ______ Denied

Reasons for Decision:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Terms of Appeal:
__________________________________________________________
__________________________________________________________
__________________________________________________________

_____ 1 term only
_____ Must satisfactorily complete all courses of enrollment
_____ Must maintain SAP
_____ Student must provide schedule each term
_____ Only for required courses specified in Academic Plan
_____ Previously granted appeal
_____ Other ________________________________

Director Signature: _________________________________________ Date: ________________________