

Financial Aid Appeal

Richland Community College | One College Park | Decatur, Illinois 62521
Financial Aid & Veterans' Affairs Office | 217.875.7211, Ext. 6271
financialaid@richland.edu



Name _____ Student ID# _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Federal regulations requires students to maintain Satisfactory Academic Progress (SAP) in three areas - GPA, completion rate, and maximum time frame (150% completion) to remain eligible for financial aid. Students who have been placed on financial aid suspension may appeal their suspension if circumstances beyond their control prevented them from meeting the established standards.

Circumstances that may merit an appeal include, but are not limited to, severe or prolonged personal illness or injury, death in the immediate family, extreme family emergency, etc. Unawareness of withdrawal policies, unawareness of requirements for SAP or unpreparedness for college coursework are not accepted reasons for the purpose of an appeal.

Appeal instructions:

1. Provide a typed personal statement that includes the following.
 - a. An explanation of the extenuating circumstances that prohibited you from meeting the SAP requirements. Address each semester for which SAP was not met.
 - b. An explanation of the specific steps you are taking to ensure future success in attaining your academic goals. Emphasize what will be different in your current situation to ensure success.
 - c. If you are on suspension for exceeding 150% of the credits needed for your current certificate/degree, indicate why you have credits in excess of your degree requirements (i.e. change of major or transfer credits) or explain why you are returning to pursue a second certificate/degree.
2. Provide documentation that will support your appeal. Documentation must include dates that correspond to the semesters that you are attempting to appeal. Listed below are some examples of acceptable documentation.
 - a. Medical documentation with dates of service and diagnosis
 - b. Obituary or death certificate
 - c. Third party professional documentation on letterhead from a physician, counselor, caseworker, etc.
 - d. When applicable, provide documentation of your change in circumstance (i.e. doctor's release, proof that medical condition has improved, proof of child care, letter from a resource such as the Academic Success Center, etc.).
 - e. You may also include a letter on letterhead from a professional source (instructor, employer, counselor, etc.) indicating your likelihood of academic success. Parents, relatives and friends are excluded from writing this letter. This letter does not replace the documentation requested above.
3. Print your degree audit from myRichland. To print your degree audit, log into my.Richland.edu (if you do not have an active account you can log in using your student ID# as the username and birthdate as the password – mmddyy). Click on the My Student Info Tab, click My Degree Info on the left, under My Degree Progress click View All Details, click Degree Audit PDF at the bottom of page. If the degree/certificate does not reflect your current degree/certificate, please update before turning in your appeal.
4. What certificate/degree are you requesting aid for? _____
5. What is your anticipated graduation date? _____
6. What are your career or educational goals after you complete your current certificate/degree? _____

Completed appeal forms with documentation should be turned into the Financial Aid Office located in the Student Success Center. Forms and documentation can also be faxed to 217.875.7783 or emailed to financialaid@richland.edu.

Appeal Decisions

You will receive email notification of the appeal decision at the email address you provide on this form. If your appeal is approved, you will be required to complete an Academic Plan with your Student Success Coach in order to be placed on financial aid probation and have aid awarded. You are responsible for payment of tuition, fees, books and any other expenses if your appeal is denied or until you have completed the appeal process, including turning in an Academic Plan. Payment due dates are listed on your class schedule and in myRichland.

Please allow 2 weeks for the entire appeal process to be completed (including the Academic Plan if your appeal is approved) and plan accordingly.

I certify that the information given in my explanation and any documentation is true and accurate.

Signature _____ Date _____

OFFICE USE ONLY

Cumulative GPA: _____	Explanation provided: _____
Completion rate: _____	Documentation provided: _____
Hours attempted: _____	Change in circumstance provided: _____
Hours completed: _____	Degree audit provided: _____
Appeal decision: _____	

Comments: _____

