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TAMIU ID \_\_\_\_\_

Student's Last Name \_\_\_\_\_

Student's First Name \_\_\_\_\_



Texas A&M International University  
**OFFICE OF FINANCIAL AID**

## Appeal of Financial Aid Satisfactory Academic Progress

**Priority Deadline (decision available  
 prior to payment due date):**

 Fall August 15<sup>th</sup>
 Spring January 10<sup>th</sup>
 Summer 1st Class Day of term

**Final Deadline:**

**(If Mid-semester date falls on a weekend,  
 deadline will be the following Monday.)**

 Fall – Mid-semester of term

 Spring – Mid-semester of term

 Summer – Mid-semester of term

All students whose financial Aid has been suspended due to non-compliance of the Satisfactory Academic Progress Policy (SAPP) requirements may submit an appeal to the Office of Financial Aid (OFA). The submission of an appeal is **only a request for review and does not guarantee a change in status.** The Financial Aid Appeal Committee will only evaluate appeals for students who have **a FAFSA or TASFA and all other requirements complete.**

OFA will notify students through their Dusty email or other, if available, when appeal results are ready. Students will be asked to setup an appointment to review results with OFA Advisor. Students will be given an acknowledgement form that must be signed and dated explaining the results discussed.

### STEP 1: Reason for Appeal

The suspension of my financial aid eligibility was due to: **(Check all that apply)**

 **GPA** - 3.0 for graduate students, 2.0 for undergraduates (includes developmental courses)

 **Completion of Semester Hours Earned (PACE)** - 67% completion rate on all attempted courses (institutional and transfer)

 **Maximum Attempted Hours** - Total attempted hours cannot exceed maximum of 180 for undergraduates or 60 for 1<sup>st</sup> degree program for graduate students. (See SAP Policy for other program maximums.)

Attach a typed, double spaced letter explaining the **extenuating circumstances** that prevented you from meeting any of the SAP requirements above.

▪ Examples of extenuating circumstances:

- Unexpected death or major hospitalization of an immediate family member,
- Extended hospitalization or medical condition of student,
- Victim of a violent crime,
- Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis.

▪ **Letter should answer the following questions:**

- What happened?
- What has changed? Was the issue resolved?
- How will you strive to meet the SAP requirement(s) and finish your degree?

Attach supporting documentation (if applicable).

## STEP 2: Academic Advisor Appeal Questionnaire

**THE FOLLOWING IS TO BE COMPLETED BY THE ACADEMIC ADVISOR PRIOR TO FINANCIAL AID APPEAL MEETING**

Advisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Advisor Telephone: \_\_\_\_\_ Advisor E-Mail: \_\_\_\_\_

This student is currently ineligible to receive financial aid due to failure to meet Satisfactory Academic Progress (SAP) standards. Please see page 1 for component(s) not being met.

The information that you provide on this form will serve a vital role in our decision-making process.

Has the student been provided with advising regarding the successful completion of degree requirements?

Yes  No

Is the student under any restrictions or conditions with the academic department? Yes  No

If yes, please list:

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**Please list the student's semesters remaining until graduation and their expected enrollment in each semester.**

	Semester - Year	Expected Enrollment (Hours)	R E P E A T S		Semester - Year	Expected Enrollment (Hours)	R E P E A T S		Semester - Year	Expected Enrollment (Hours)	R E P E A T S
1				5				9			
2				6				10			
3				7				11			
4				8				12			
<b>Total Hours Remaining Until Student Can Receive Degree:</b>											

**\*Note: Please indicate if any of the above courses are repeated.**

**What is the student's expected graduation semester/date?** \_\_\_\_\_

Please describe your recommendations to the student in regards to academic improvement and degree completion.

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Advisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

### STEP 3: Student Certification Statement

- I understand that by submitting this appeal form, an approval is **not** guaranteed.
- I certify that the information contained in my **typed** appeal letter and supporting documentation is accurate and complete.
- I will provide other information if requested by the Financial Aid Appeal Committee.
- I understand my appeal will not be reviewed if it is incomplete.
- I understand any false information will be cause for the denial, reduction and/or repayment of financial aid.

If **APPROVED**, the student will be offered aid as applicable.

Student will fall under one of the following categories:

1. Placed on Probation for one semester only.
2. Placed on continued probation as stipulated on the Academic Plan established for success by the Financial Aid Appeal Committee. Must meet with Financial Aid Advisor on a semester basis.

If **DENIED**, the student is responsible for paying their own educational costs until the student improves his/her scholastic record and meets the minimum standards. Students who were denied due to maximum timeframe are responsible for paying their own educational costs for the remainder of their degree program.

The **Bursar's Office offers payment plan options** to students who do not have enough funds or financial aid to cover their tuition and fees, as well as books. For more information or the link to apply visit their website at <http://www.tamtu.edu/comptroller/bursar.shtml>.

- Installment Payment Plans – allows students to divide the total semester costs into four payments.
- Emergency Tuition Loans – short-term loan to assist students on a first-come first-served basis to pay tuition.
- Emergency Book Loans – short-term loan to assist student on a first-come first-served basis purchase textbooks.

Student's Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_@dusty.tamtu.edu

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received in OFA: \_\_\_\_\_

Entered on RRAAREQ by: \_\_\_\_\_

RRAAREQ Code: **APPEAL** Revised: 03/07/19