

STUDENT APPEAL INSTRUCTIONS

A student with extenuating circumstances may submit an appeal as indicated in the instructions below. Examples of extenuating circumstances include: Student suffered serious illness, injury, or disability; loss due to natural disaster; involuntary call to active military duty; victim of crime or abuse; significant breakdown of family relationship or serious illness, injury or death of immediate family member.

Submit appeal letter and all supporting documentation to the Financial Aid Office or to this email: scholarshipsandappeals@hsu.edu. Email subject line must contain your name and APPEAL. (John Doe APPEAL) Scanners for copies of documentation are located in the Huie Library.

DOCUMENTATION IS REQUIRED AND MUST BE SUBMITTED WITH YOUR APPEAL LETTER, NOT SEPARATELY.

Please submit a typed, personal letter of appeal with the following information:

1. Explain the reason you have not met the satisfactory progress requirements to be eligible to receive federal financial aid and for what semester you are asking for reinstatement. (Why did you not complete the required number of hours, GPA, or why did you not complete a degree within the maximum timeframe?)
2. Explain how your situation has changed and what you will do to improve your academic performance in order to meet the requirements in the future.
3. Submit documentation to confirm any extenuating circumstances that prevented you from meeting the satisfactory progress requirements. **DOCUMENTATION IS REQUIRED AND MUST INCLUDE SPECIFIC DATES AND TIME PERIODS.** Documentation may include, but is not limited to the following:
 - a. Statement from medical or mental health provider, on letterhead and signed, that confirms your medical condition and that you are able to return to school without restrictions.
 - b. Death certificate or obituary.
 - c. Court documents, police reports, insurance damage reports.
 - d. Letters from clergy or lawyer on letterhead and signed.
 - e. Letters from faculty, advisor, or others who are aware of your situation; must be signed and include name, title, address and telephone number.
 - f. Copy of application for graduation if filed and signed by Registrar.
4. Sign and date your letter.
5. At the bottom of your letter, include your printed name, student ID number (not your login), complete mailing address, and your anticipated graduation date.

Submitting an appeal does NOT guarantee your aid will be reinstated. If your appeal is approved, you will be notified by email and given a probationary semester. At the end of the probationary semester you must meet all standards of the Satisfactory Progress Policy, or you must meet all conditions set by the Committee.

**The Committee's decision will be sent to your Henderson email address.
All decisions of the Appeals Committee are final. There is no further appeals process.**