



Lee College Satisfactory Progress/Unusual Enrollment Appeal Request Form

LC ID: _____ Name: _____
SSN: _____ Phone number: _____

I am requesting an appeal for (check only one term): Year ____ Fall ____ Spring ____ Summer ____

Federal Regulations state that a student who is not making Financial Aid Satisfactory Academic Progress may appeal a financial aid suspension if he/she had extenuating circumstances that caused his/her lack of academic progress. Extenuating circumstances may include:

- Death of immediate family member: Spouse, Child, Parent, Brother, Sister or Grandparent
- Illness or injury: You, your spouse or your dependent children were injured or ill for an extended period of time
- Other extenuating circumstances: automobile accident, automobile breakdown, separation/divorce etc...

Instructions

1. Personal Statement: Provide a clear written/typed signed statement explaining the extenuating circumstances that prevented you from meeting the Financial Aid Satisfactory Academic Progress Policy and how has the circumstance been resolved.

2. Documentation: Provide impartial 3rd party documentation of the reasons for the suspension such as:

- Copies of death certificates, medical documentation such as hospital records, doctor statements on company letterhead etc. that are relevant to the semesters in question.
- Relevant documents, on company letterhead when appropriate such as from a counselor, therapist, minister, priest, or social worker relating to the emotional or family difficulties, which affected the student's academic performance.
- Police reports of incidents in which the student was a victim of a crime.

Important Notice

Processing your Appeal may take up to 2 weeks from the time the appeal is submitted. Incomplete documentation will delay the appeal process. Any tuition and fees you owe the college are due on the date specified regardless of the status of your Appeal. Payment arrangements should be made while your Appeal is reviewed. Furthermore:

- Appeals will be approved/disapproved by the Financial Aid Appeals Committee.
- No additional appeals will be accepted/reviewed for the same semester after the first appeal has been denied.
- Appeals will only be accepted for the current award year.
- All decisions made by the Financial Aid Appeals Committee are final.

You acknowledge that it is your responsibility to check on the status of this appeal through your MYLC Campus account, by clicking on the Holds to see either an Appeal approved or denied hold.

Your signature below binds you to all the conditions stated on this document.

Student Signature: _____ Date: _____

Financial Aid Department Use Only	
Attempted _____	Earned _____ GPA _____
Approved ____	Disapproved ____ Pending ____ FA Initials _____ Date _____
Additional Information Requested/Comments:	

FINANCIAL AID ACADEMIC PLAN

INSTRUCTIONS

In the event that your Financial Aid Appeal is approved, please read and initial the statements below.

_____ I understand I must earn a minimum semester GPA of 2.0 during each semester under Financial Aid Probation to regain Good standing based on the Lee College Financial Aid (FA) Satisfactory Academic Progress Policy.

_____ I understand I must complete 100% of all enrolled courses during each of the enrolled semesters under Financial Aid Probation to regain Good standing based on the Lee College FA Satisfactory Academic Progress Policy. This means I cannot drop any course at any point in the semesters while on FA Probation or in an Academic Plan status.

_____ I understand I must remain on schedule to complete my current program of study within 150% of the minimum number of hours required for graduation as explained in the Lee College Satisfactory Academic Progress Policy.

_____ I understand that if I do not meet the conditions of my approved Financial Aid SAP Appeal and the conditions of this Academic Plan, I will no longer be eligible for financial assistance until I regain Good standing based on the Lee College FA Satisfactory Academic Progress Policy. (I will be allowed to appeal a Financial Aid suspension again, but the extenuating circumstances will have to be different from the previous appeal submitted).

Student Certification: By signing below, I confirm my understanding of the requirements of the Lee College Satisfactory Academic Progress Policy, the conditions of my Financial Aid Appeal and this Financial Aid Academic Plan. In addition, I understand that this Financial Aid Academic Plan may include a meeting with an Academic Advisor and the conditions discussed at that meeting will be part of the Financial Aid Academic Plan.

Student Signature: _____ Date _____

SECTION A: To Be Completed By Lee College Advisor or Counselor

Student must meet with a LC Counselor if on financial aid suspension and is not meeting SAP requirements. Please complete your student planner/academic requirements in MYLC Campus and bring that with you to your meeting. Instructions for Counselor: Please review the degree plan with student and advise him/her that he/she should only enroll in Financial aid may be awarded for courses that are part of his/her degree plan or in developmental or prerequisite courses required for his/her current program of study as outlined in his/her degree plan. After reviewing degree plan, please provide the following information:

Current Program of Study: _____ Catalog Year: _____

Student has been advised he/she needs _____ credit hours to complete his/her program of study and his/her Expected Graduation Date will be _____. Student will need a remaining GPA of _____ to reach 2.0.

Counselor Printed Name: _____

Phone #: _____

Counselor Signature: _____

Date: _____

Please submit this form along with the Financial Aid Appeal to Financial Aid Office after you have met with a Counselor and Section A of this form has been filled out.

You should submit this entire form and a copy of your student planner/academic requirements print out to Financial Aid.

Revised

Declared Major _____

Course Plan (*repeated courses noted)

Student Name _____ Student ID # _____

FALL 20____

COURSE	CREDIT HOURS		COURSE	CREDIT HOURS
1.			5.	
2.			6.	
3.			7.	
4.			Total number of courses:	Credits:

SPRING 20____

COURSE	CREDIT HOURS		COURSE	CREDIT HOURS
1.			5.	
2.			6.	
3.			7.	
4.			Total number of courses:	Credits:

SUMMER 20____

COURSE	CREDIT HOURS		COURSE	CREDIT HOURS
1.			5.	
2.			6.	
3.			7.	
4.			Total number of courses:	Credits:

Advisor/Counselor _____

Notes: _____

Failure to follow this plan will result in suspension and students will not be able for financial aid at Lee College. Students who change their major or need to change their course plan for any semester are required to meet with a counselor or advisor and submit an updated plan with the Financial Aid Office. Failure to do so will result in the loss of financial aid.

Student Signature _____ Date _____

Advisor/Counselor Signature _____ Date _____

Lifetime Pell Statement: The total percentage of PELL grant a student can receive for their entire undergraduate career is 600%. This equates to up to 6 years as a full time student (12 hours).