



Student Financial Services  
2019-2020 Satisfactory Academic Progress

**First Appeal**

Please complete in black ink.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Email Address: \_\_\_\_\_@forsythtech.edu Today's Date: \_\_\_\_\_

Term Applying for: \_\_\_ Fall 2019 \_\_\_ Spring 2020 \_\_\_ Summer 2020

Federal regulations allow the Office of Student Financial Services to consider appeals for students that fail to meet minimum standards if they can document that there were mitigating circumstances beyond their control that caused them to perform below standards and that the issues have been resolved enough to now allow minimum standards to be regained. Appeals are considered on a case-by-case basis and are not automatically approved.

To be considered for an appeal, submit appropriate documentation with your appeal to support your statement. **Please limit documentation to 5 pages.** Examples include:

- For illness/injury to self, information your health care provider feels is pertinent.
- For death of an immediate family member, a death certificate or obituary listing you as a family member.
- For assault or domestic violence, a letter from clergy, a social worker, counselor, doctor, or other third party who knows the situation (can not be related to you).
- For divorce, a copy of the divorce decree.
- For separation, bills showing separate addresses.
- For loss of employment, a statement from employer or Employment Commission.

Please explain the circumstances that prevented you from maintaining Satisfactory Academic Progress. Include and use enough detail to fully explain the time frame in which you did not meet the standard. Remember that your progress may have more than one issue and may extend beyond more than one semester or term. Please provide a full explanation that covers all periods.

You must also explain the steps you have taken to ensure this issue/poor academic performance has been resolved.

You may type your response and send it with your supporting documentation and this form to our office. You will be notified by your Forsyth Tech email when a decision is made.

***I certify that the information I have provided is true and accurate. According to the U.S. Department of Education, if you purposely give false or misleading information on any form, you may be subject to a fine or imprisonment, or both.***

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR FINANCIAL AID OFFICE USE ONLY**

- Appeal Denied
- Appeal Approved.

Signature, Director of Student Financial Services: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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