Financial Aid Office

Satisfactory Academic Progress Appeal
For Title IV Financial Aid Recipients

Name: _____   ID: _____

E-mail: _____   Phone: (   )_____

If you have lost your Title IV eligibility due to extenuating circumstances, you may be eligible to have your financial aid reinstated. Extenuating circumstances are generally beyond one's control, such as an accident, illness, or death in the immediate family. In the case of illness or hospitalization, a physician's letter must be included with the appeal, with the start and end dates of your hospitalization and/or incapacitation. The death of an immediate family member or prolonged illness of a dependent must be properly supported with official documents.

- The appeal should be in the form a type written request with attached supporting documentation. Supporting documentation includes official letters from a physician, other medical statements, academic records, etc.

- Explain the circumstances that caused you to fail to make satisfactory academic progress and the reasons you believe the appeal should be approved. What has changed to permit you to make progress?

- Describe any other pertinent data which might affect this appeal.

- Attach this signed cover letter with your appeal request.

- Additional appeals will not be considered if the student does not comply with the terms of the first appeal.

Submit this completed form and documentation to:

Williamson College
Financial Aid Office
274 Mallory Station Rd
Franklin, TN 37067

Note: Any and all documents that are submitted to support this appeal will be reviewed by the Appeals Committee, including <u>medical records</u>. By signing below, I authorize the release of information to the Appeals Committee and authorized Financial Aid staff. The deadline to submit an appeal is 2 weeks prior to the first day of the term you are requesting federal aid.

Signature: _____Date: _____

| Office Use Only: |
| Action Taken_____ Signature_____Date_____ |