Financial Aid Suspension

Appeal Process

(Revised 8/29/2014)

All institutional bills from previous semesters **MUST BE PAID IN FULL** before appeals will be considered.

It is always advisable to submit an appeal letter as soon as possible. NO APPEAL LETTER will be accepted after the third day of class within any given semester. Please understand that summer appeals should be submitted early since it is difficult to gather enough Committee members for a meeting during this time due to vacations, etc.

**First Appeal:**

An appeal letter addressed to the Financial Aid Committee

Letters should be submitted to: Betty Kuss Schumacher, Financial Aid Director and Chair of the Financial Aid Committee.

Letters by email are acceptable and may be sent to: betty.schumacher@vcsu.edu

**REQUIRED on letter:** email address, local mailing address, phone number where you can be reached

If you have pre-registered an email or signed letter from your advisor that the schedule was approved must be included. If you have not pre-registered, you need to provide a proposed schedule approved and signed by your advisor along with the appeal. Failure to submit will prevent/delay action on an appeal.

**Points to remember:**

- You are trying to convince this Committee as to why you deserve a second chance. Your letter will be treated with confidentiality so any information will be protected by the privacy act.
- Spelling and grammar can go a long way so give your letter some thought and correct spelling errors.
- The Committee is concerned about what happened to get you to this point and ‘what’ will you do to see that this doesn’t happen again?
- If your record has ‘incompletes’ it is advisable that these first be completed since this can have an impact on consideration.

**Appeal Decision:** If the appeal is denied by Committee, you may **resubmit** a new appeal by including an approved (by advisor) three semester plan of courses. You must project what type of grades you will strive for and what type of GPA you expect to earn each semester. If approved you will be required to sign a ‘contract’ agreeing to the plan.

**Second and/or Third Appeals:** (assuming that following your last appeal you went off Satisfactory Progress successfully)

If it becomes necessary for you to file a second appeal, your situation will be taken very seriously and your appeal will be very carefully reviewed.

Hence, **in addition to the required appeal letter**, you must also submit the following:

1. A summary of your personal and academic plan for success. It should include the types of personal/academic/medical assistance are you receiving? Please specify what has changed in your personal situation or what changes you are making in your academic/career plans?
2. A copy of your upcoming academic schedule approved and signed by your academic advisor or the Director of Student Academic Services.
3. A proposed enrollment plan for the next two semesters enrolled.