



EL PASO COMMUNITY COLLEGE FINANCIAL AID Satisfactory Academic Progress (SAP) Financial Aid Suspension Appeal

How to appeal for reinstatement of financial aid:

An appeal process is available to any student who has been determined ineligible for continued aid if extenuating circumstances prevented them from maintaining satisfactory academic progress. Students must initiate a typed petition, including appropriate documentation, stating the circumstances which brought about the ineligibility with the Financial Aid Office. Any student anticipating the necessity of making an appeal should be prepared to pay his or her own registration fees in the event the appeal is not approved or is approved after the payment deadline. **Submitted requests must be typed in English.**

All requests and supporting documentation must be attached to an EPCC Satisfactory Academic Progress Financial Aid Suspension Appeal Form

The following mitigating circumstances are examples of circumstances that may be considered:

- **Personal illness, injury or accident**
Requires a doctor's typed statement, hospital records, accident/police report
- **Serious illness or death within immediate family**
Requires a death certificate/obituary notice or doctor's typed statement
- **Transportation problems**
Requires a mechanics bill and verification that public transportation is not available in your area
- **Divorce or separation**
Requires divorce/separation documents or letter from attorney
- **Administrative error**
Requires documentation from the involved administrative office explaining the nature of the error.

The condition or situation must have occurred during the period of enrollment immediately prior to the Financial Aid Suspension and must have been resolved to allow the student the ability to complete course work successfully or the request will not be granted.

IF REINSTATEMENT IS DENIED

If a student's request for reinstatement is denied by the Appeal Committee, the student may submit a letter requesting reconsideration, clearly stating why further deliberation should be given to their request. This appeal may be submitted to the Financial Aid Staff at any campus and will be reviewed by Financial Aid Senior Administrative Staff. The decision rendered by the Financial Aid Senior Administrative staff will be final.

"El Paso Community College does not discriminate on the basis of race, color, national origin, religion, gender, age or disability"

**Appeal Dates
For
2011-12**

Dates Appeal Must be Received at Financial Aid Office	FAO Committee Meets	Results Mailed/E-Mailed
August 15, 2011	August 18, 2011	August 22, 2011
September 2, 2011	September 8, 2011	September 12, 2011
October 7, 2011	October 12, 2011	October 14, 2011
November 4, 2011	November 9, 2011	November 11, 2011
December 2, 2011	December 7, 2011	December 9, 2011
January 6, 2012	January 11, 2012	January 13, 2012
February 3, 2012	February 8, 2012	February 10, 2012
April 2, 2012	April 4, 2012	April 9, 2012
May 11, 2012	May 16, 2012	May 18, 2012
June 8, 2012	June 13, 2012	June 15, 2012
July 13, 2012	July 17, 2012	July 20, 2012



**Financial Aid Office
Satisfactory Academic Progress
Financial Aid Suspension Appeal**

Financial Aid Office Use Only

- _____ Suspension verified
- _____ Academic History (ADV DOC)
- _____ Student statement (TYPED IN ENGLISH)
- _____ Supporting documentation (TYPED IN ENGLISH)

Date received _____ FAO _____

Student Name _____ Student ID Number _____
Last First

Mailing Address _____
Number Street City State Zip Code

EPCC Smart Start Network E-mail Address _____ Telephone Number _____

In order to be considered for an appeal a student must demonstrate that: (1) an unusual/extenuating circumstance that affected their academic performance existed while they were enrolled at EPCC; (2) documentation of the circumstance exists; and (3) the circumstance is now resolved or no longer exists.

Undocumented appeals will not be considered. Students may not request reinstatement for a semester that has already ended.

In which semester do you plan to enroll? Fall _____ Spring _____ Summer _____

Required attachments:

1. A typed statement of the circumstances that affected your ability to meet the Satisfactory Academic Progress (SAP) standards and how circumstance has been resolved or no longer exists. **(Must be typed in English)**
2. Supporting documentation relevant to the explanation. (Examples: doctor or hospital statements, police reports, statements from a third party that knows the situation well) **(Must be typed in English)**

**Return, mail, or fax this completed form and required attachments to any EPCC Financial Aid Office
FAX NUMBER (915) 831-2294**

Committee Review:

		Comments _____
_____	_____ Approved	_____
FAAC	_____ Denied	_____
_____	_____ Approved	Comments _____
_____	_____ Denied	_____
FAAC	_____ Approved	_____
_____	_____ Denied	Comments _____
_____	_____ Approved	_____
FAAC	_____ Denied	_____

FOR OFFICE USE ONLY

		Comments _____
_____	_____ Approved	_____
_____	_____ Denied	_____
FAO	_____	_____
Banner cleared _____	Date appeal results mailed/emailed _____	