

SAMPLE LETTER

Please use this an EXAMPLE of how to frame your statement of appeal incorporating the two required questions (see paragraphs 2 & 3). The statement and your supporting documents are the only documents you have to state your case for appeal.

Date

Office of Financial Aid
Prince George's Community College
301 Largo Road
Largo, Maryland 20774

Dear Financial Aid Appeals Committee:

My name is, and I have been a student here at the college since Throughout this time, I have faced a number of challenges in meeting my own goals for success as a student. However, over the last few months things in my life have improved significantly to allow me to position myself to again become a successful student here at the college. **(In this paragraph, explain who you are to the committee. Be concise, but thorough. This is your opportunity to introduce and set the tone for the rest of the letter.)**

There were two major issues that impacted my ability to be successful here at the college, first being Initially they were supportive of my decision to go back to school; however, during the semester with a change in management they changed my schedule and were not willing to provide any flexibility in this process. Secondly, with my job impacting my ability to successfully attend classes it impacted the ability **(This paragraph, explain how did you get into this situation. Be detailed, but also concise. Please note that this is a place to indicate if you have evidence that can be attached for support).**

Since the spring of 2010, I have begun a new position My new position is supportive of my plans to complete my education through the bachelor's level. Having federal financial aid is a very important component needed to complete this process successfully. Upon meeting with an academic advisor, I have been advised to also meet with the staff in Career and Job Services about opportunities with my prospective major at the university. Additionally, I was advised to attend the Vocational Support Services workshops and ALANA/TRIO "Stomp the Yard" College Tours to improve upon different areas for academic success and plan for my future. **(This paragraph, explain how you improve from this situation. Be concrete, but concise. The above statements are very strong suggestions.)**

I sincerely hope that this appeal shows that I am dedicated to being a successful student here at the college. Please do not use only my past as a barometer for my success in the future. There have been many steps done over the last year to ensure my success going forward and I firmly believe that I am truly deserving of the lifting of my financial aid suspension. **(Closing: Reiterate the situation & solutions).**

Sincerely,

Your Name

Enclosures: Any supporting documentation for the committee to review.

Try to keep your letter to one (1) page, 12pt Times New Roman