



THE BLOG

How to Write a Financial Aid Appeal Letter

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SALT

Salt is a free nonprofit-backed program dedicated to helping students plan for, pay for, and repay the cost of their degree, while preparing them for a successful financial future.

Getting denied financial aid can be a terrifying experience. College is an expensive endeavor, and any changes to a financial aid award can mean major changes to your ability to afford an education.

Luckily, when a financial aid crisis arises, there is always a backup plan: the financial aid appeal letter.

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The financial aid appeal letter is your way of asking the financial aid office to reconsider their decision about your financial aid. Nothing is guaranteed—the financial aid office does not have to review your award simply because you wrote a letter. However, submitting an appeal can help them understand your situation.

AdChoices

There are many reasons why you might need to write a financial aid appeal letter. Here are a couple examples:

- **A change in family income:** Let's say one of your parents lost their job. Now, instead of having a household income of \$60,000/year, you have a household income of \$30,000. You don't have to wait until the next financial aid application to request that your current financial aid reflect this new change in income. You can write an appeal letter during the semester to request a re-evaluation of your financial aid.
- **Bad grades:** So, you didn't have a very good semester, and your financial aid has drastically changed due to your GPA falling below a certain threshold. Why did you perform poorly? Was there a death in the family? Did you have other circumstances that prevented you from performing better in your classes? An appeal letter is the best way to state your case.

There are dozens of other scenarios that could result in changed or denied financial aid. Regardless of what scenario you are experiencing, you'll want to

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write the best financial aid appeal letter possible. Here are some tips to help you do this.

Clearly Explain Your Position

Your financial aid appeal letter should get straight to the point. If there has been a change in income status, state that as clearly and simply as possible.

However, if the reason for your appeal is something more complex (i.e., you failed to earn a certain GPA), then try to be as honest as possible about your situation and why you feel the financial aid office should revisit their decision.

Take Responsibility (If It Was Your Fault)

Speaking of grades, if the reason for your financial aid change was indeed your fault (i.e., you didn't earn the grades that you were supposed to), then you should be honest about that in your letter. Take responsibility first, and then state why you deserve a second chance.

Even if something tragic occurred (e.g., death in the family), it is important to state that you understood what was expected of you and that you apologize for not meeting that expectation. Then go on to elaborate on the external influences.

Support Your Case With Evidence

While you don't necessarily have to submit documentation with your appeal letter (that's your personal preference), you can start to build your case in the letter itself. For example, if a family member lost his/her job, then mention the company name and date of employment termination in the appeal letter. This provides more detail for the financial aid office.

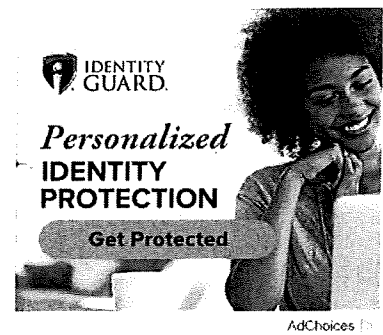
Also, mention in your letter that you are willing to provide whatever documentation is necessary to support your case. You may not know what will be needed at the time, so it's important to mention that you will work to provide the proof that they need to make a decision.

In the end, your financial aid office should be willing to work with you. Just be honest, humble, and clear in your financial aid appeal letter about what went wrong and why you'd like the financial aid office to give it a second look.

Have more questions about writing a financial aid appeal letter? Check out our helpful information video on [The Financial Aid Appeal Letter](#).

SALT is a free, nonprofit-backed educational program that helps every student who wants a college degree to get it in a financially responsible way. SALT's neutral advice, practical information, and interactive lessons help students gain money knowledge for college and beyond.

This post was originally authored by SALT contributing writer Diane Melville. © 2015 American Student Assistance.



Sample Essay

I am writing this essay for my appeal in hopes that you reconsider your decision to not renew my scholarship for the 2012 Fall semester. The decision to not renew my scholarship was based on the fact that I failed to meet the minimum academic GPA of 3.0; my cumulative GPA for the Fall 2011/Spring 2012 academic year was a 2.94. I fully acknowledge that the loss of my scholarship was entirely my fault, and regardless of your response to this letter, I thank the committee for granting me the scholarship in the first place, as well as taking the time to read this letter.

I hope that the following information will help you to understand my situation. In the last school-year, I was faced with a host of stress-inducing news and dilemmas that took a toll on me and ultimately, my grades. In October, I was involved in a car accident that totaled my car; luckily I walked away relatively unscathed. However, it greatly affected my mobility, driving to and from school was a mere 25 minute trip but, since I had totaled the car, I had to use public transportation to get to and from school, which was a one and a half to two hour commute each way. During the school year, I was also working closing shifts at the Roosevelt Field Mall, which unfortunately meant that due to the commute on the bus, I wouldn't get home until midnight, sometimes later.

In addition to the car accident and the circumstances it put me in, I also received the news in November that my step-father had been killed. I was extremely close to my step-father, and the news that he had died sent me into a sort of depression. I spent the free time, where I was neither working nor at school, locked in my room by myself. I had let the death affect all aspects of my life, for weeks I would sulk, and the times I should have been focusing on my studies were lost. At the end of the fall semester, I received a letter warning that my 2.7 GPA was far below where it needed to be.

Upon receiving this letter, I realized that I needed to perform much better in the Spring semester. I began the Spring 2012 semester with the mindset to do better, regardless of the events that had occurred in the previous semester. Unfortunately in March of 2012 I received the news that another one of my family members, my uncle, had unexpectedly died, this news, inevitably affected my studies yet again, and because I was not able to handle the deaths of two family members, working over 25 hours per week, as well as the two hour commute to and from school and work, my grades suffered yet again, and I fell short of finishing the semester with the GPA that I needed to keep my scholarship.

I plan to raise my GPA during the next semesters, I fully intend to remedy the issues that I can, so that I can ensure my grades do not fall this low again. I plan on working less during the rest of my years in school, and I have also given myself Fridays off next semester, which should allow me sufficient time to focus on my studying and ultimately bring my GPA to the point where it should be.

I do understand that these circumstances should not have been an excuse to let my grades slip, but I hope that you can understand my situation. I realize that my scholarship was a privilege and the renewal of said privilege was contingent on me meeting all the requirements, which I failed to do. If I am granted this scholarship again I will respect and honor it more; I fully intend on meeting all the requirements. I know how important this scholarship is and I know that it is not something I should take lightly. I sincerely hope that my situation has appealed to the committee to reconsider their decision and renew my scholarship for the fall. Again, I thank the Scholarship Committee for taking time to read this letter, as well as providing me the opportunity to try and explain my situation and the reasons for making the mistakes I made.

****As found at: <https://essayforum.com/scholarship/appeal-gpa-far-needed-40126/> on December 22, 2016****

* Sample of Degree Audit *

PREPARED:

GRADUATION DATE: Spring 2019
CATALOG YEAR: 2015

PROGRAM CODE: H KIN H B
IOWA STATE UNIVERSITY

KINESIOLOGY AND HEALTH BACHELOR OF SCIENCE

Student Info Curriculum KIN H
Classified as Sophomore Entry type: Direct from HS
Email:
Entered: Fall 2015 Graduate Spring 2019
Total credits 50.00** CUM GPA
Total deficient quality points Drops remaining
Academic Probation Code: W - Academic Warning
Designated repeat credits used 0.00** Citizen
PNP credits earned: 0.00**
PNP crs in-progress: 0.00 **Not including in-progress courses
Adviser:

HODESKI KIN - EXERCISE SCIENCE OPT

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

BACHELOR'S DEGREE IN THIS MAJOR REQUIRES:

- 124.0 CREDITS - Only 65.0 crs from a two year institution may apply toward degree program which may include up to 16.0 technical crs. 9.0 P-NP crs of free electives may apply.
- 2.00 MINIMUM CUMULATIVE GRADE POINT AVERAGE
- 2.50 MINIMUM GPA FOR TEACHER LICENSURE
- 46.0 CREDITS OF COURSE LEVEL 300 OR ABOVE FROM A 4 YEAR INSTITUTION
- COMPLETION OF ALL REQUIREMENTS LISTED BELOW.

NO -----TOTAL APPLIED CREDITS -----

Appl'd	50.00 credits
IN-P...	12.00 credits
Needs	62.00 credits

TOTAL TWO YEAR TRANSFER CREDITS
MAXIMUM 65.0 crs. added to above Appl'd crs
MAXIMUM 16.0 Career/Tech crs. added to above Appl'd crs
26.00 credits added
TOTAL ISU/FOUR YEAR COLLEGE CREDITS
24.00 credits added
IN-P... 12.00 credits

- TOTAL DEFICIENT QUALITY POINTS (see above)

OK INTERNATIONAL PERSPECTIVES MET (3.0 crs)
Appl'd 3.00 credits

F 15 RELIG 205 3.00

OK U.S. DIVERSITY MET (3.0 crs)

Appl'd 3.00 credits

S 16 W S 201 3.00

NO COMMUNICATION PROFICIENCY CERTIFICATION (13.0 crs)

Appl'd 4.00 credits 2 sub-groups

IN-P... 3.00 credits

Needs 2 sub-groups

- 1) ENGL 150 and 250 (Minimum C-) (2.0 GPA required)

F 16 ENGL 250 3.00

- 2) Complete ENGL 302, 314 or SP CM 312

Must complete ENGL 302 or 314, (Minimum C
if sub-requirement #1 not met)

+ 3) SP CM 212

S 15 SP CM 212 3.00

+ 4) LIBRARY REQUIREMENT MET

S 16 LIB 160 1.00

OK HUMANITIES (6.0 crs) see KIN homepage:

<http://tinyurl.com/o9vnkb8>

Appl'd 6.00 credits 1 sub-group

+ 1) Complete 6.0 credits from depts of HIST, PHIL, RELIG,
CL ST, FOREIGN LANGUAGE, ENGL LIT, or see KIN Homepage

F 13 ENGL 227 3.00

S 14 ENGL 228 3.00

IP SOCIAL SCIENCES (9.0 crs)

Appl'd 6.00 credits 3 sub-groups

IN-P... 3.00 credits

+ 1) SOC 134

F 16 SOC 134

+ 2) PSYCH 101 or 230

S 16 PSYCH 230 3.00

+ 3) Complete 3.0 crs from depts of SOC, PSYCH, ECON,
ANTHR, or POL S

S 14 POL S 215 3.00

OK MATH/STAT- Exercise Science (6.0 crs)

Appl'd 9.00 credits 2 sub-groups

+ 1) Complete 1 course from MATH 140, 143, 145, 165, or 181

S 14 MATH 165 5.00

+ 2) STAT 101 or 104

F 14 STAT 101 4.00

NO BIOL/PHYS SCIENCES - Exercise Science (15.0 crs)

Appl'd 1 sub-group

IN-P... 4.00 credits

Needs 3 sub-groups

- + 1)BIOL 255 and 255L (4.0 crs)
 - F 16 BIOL 255 3.00
 - F 16 BIOL 255L 1.00
- 2)BIOL 256 and 256L
- 3)PHYS 115
- 4)FS HN 167

NO REQUIRED KINESIOLOGY COURSES (13.0 crs)

Appl'd 7.00 credits 3 sub-groups
Needs 2 sub-groups

- + 1)H S 110
 - F 15 H S 110 3.00
- 2)H S 350 (minimum C-)
- + 3)KIN 252 and 253
 - F 15 KIN 252 1.00
 - F 15 KIN 253 1.00
- + 4)KIN 258
 - S 16 KIN 258 2.00
- 5)KIN 358 (minimum C-)

NO EXERCISE SCIENCE OPTION (40.0 crs)

Appl'd 1 sub-group
IN-P... 2.00 credits
Needs 13 sub-groups

- + 1)KIN 259
 - F 16 KIN 259 2.00
- 2)KIN 266
- 3)KIN 345
- 4)KIN 355 (minimum C-)
- 5)KIN 360 (minimum C-)
- 6)KIN 366 (minimum C-)
- 7)KIN 372 (minimum C-)
- 8)KIN 385
- 9)KIN 458 (minimum C-)
- 10)KIN 459
- 11)KIN 462
- 12)KIN 485A (8.0-16.0 crs)
- 13)H S 305 or A TR 220
- 14)H S 380

ELECTIVES

**Reminder: Only 65.0 crs from a two year institution may apply toward degree program which may include up to 16.0 technical crs. **Any courses listed below in electives that exceed these limits are not counted toward TOTAL APPLIED CREDITS.

Appl'd 12.00 credits

S 13	MATH 1T01	5.00
F 15	BIOL 211	3.00
F 15	BIOL 211L	1.00
F 15	PSYCH 131	1.00
S 16	DANCE 130	1.00
S 16	U ST 102A	1.00

++++
 COURSES NOT APPLIED TOWARD DEGREE PROGRAM:

NO GRADUATION REQUIREMENT 46 CRS OF 300+
 COURSES FROM ANY 4 YR INSTITUTION NEEDED
 Needs 46.00 credits

IP TOTALS BY TERM--Degree Audit Calculations
 Top/Down with most CURRENT term at the TOP

F 2016
 (0.00 credits added) 0 courses added
 0.00 credits attempted 0.00 points
 IN-P... 12.00 credits 5 courses added

S 2016
 (11.00 credits added) 6 courses added
 11.00 credits attempted 12.34 points

F 2015
 (13.00 credits added) 7 courses added
 11.00 credits attempted 26.33 points

S 2015
 (3.00 credits added) 1 course added
 0.00 credits attempted 0.00 points

F 2014
 (4.00 credits added) 1 course added
 0.00 credits attempted 0.00 points

S 2014
 (11.00 credits added) 3 courses added
 0.00 credits attempted 0.00 points

F 2013
 (3.00 credits added) 1 course added
 0.00 credits attempted 0.00 points

S 2013
 (5.00 credits added) 1 course added
 0.00 credits attempted 0.00 points

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-----LEGEND-----

OK =Requirement Complete	>D = Designated Repeat Course
NO =Requirement NOT Complete	>RP = Repeatable course
IP =Requirement In Progress	IN-P... =Sub-Req.In Progress
>R =Course repeated in future	AUD =Audited course-no credit
IX =cur/reg PNP course	T4 =4yr college transfer credit

+ =Sub-Req Complete T2 =2yr college transfer credit
 - =Sub-Req NOT Complete TT =Career/Tech transfer credit
 R =Required Course CUR =currently enrolled course
 >S =Split Course REG =currently registered course
 >P =P-NP course TCUR =Test out crs, holding file
 >@ =Repeated course >- =Short credits due to limit
 >* =Previous grade:I(incomplete) >G=Non & Designated Rpt Course
 >T =P to graded or NP to not >H = Honors course
 >I =Incomplete Grade **=Not Including IN-P... Courses
 >N =Non-Designated Rpt Course I = Academic Renew/Ignore course
 -TR = Transfer work prior to 1980's with no grade assigned
 IPT(2,4,T)=Transfer course, prospective student
 NTR(2,4)=No Transfer, remedial course

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 *****This is an advising tool.*****
 This degree evaluation has been prepared to assist you in
 determining your academic progress at Iowa State University.
 While efforts have been made to ensure its accuracy, final
 responsibility for meeting graduation requirements resides with
 you.

The Office of the Registrar along with your major
 college/department will certify your successful completion of
 degree requirements.

Adviser Signature: _____

Dept. Head Signature: _____

***** End of Analysis *****

COMPUTER ENGINEERING PROGRAM OF STUDY

Name _____ Major CprE Entry Date _____ CprE 166 Section _____

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING

1. Fill out the heading (name, major, etc.) completely.
2. Fill out elective requirements in the right column first, using your general education component form and the CprE/EE technical elective list.
3. Complete your semester-by-semester plan of study, using the flowchart, the technical elective list, your degree audit, and the catalog for reference. Fill in the courses you have taken, transferred in, currently are taking, and plan to take, including the electives you listed in the right column. Make sure:
 - Transfer courses (including AP credits) and courses you have already taken are listed.
 - Courses are available in the semester (F/S/SS) that you schedule them.
 - Credit loads each semester are ≤ 18 credits and are at a manageable level of difficulty.
 - Courses are scheduled in the correct order (all course prerequisites must be satisfied).
 - All curriculum requirements for graduation are satisfied.

Adviser comments:

* Sample of Four Year Plan *

English Proficiency
Minimum Grade: C
 Engl 150 Grade _____
 Engl 250 Grade _____

General Education
Component
 Use GEC Form
 To fill in courses

Must be a minimum of 15 credits

U.S. Diversity	(3 cr)
LD ST 322	3 cr
Int'l Perspect.	(3cr)
M E 484	3cr
300/400 Level	(6 cr) □
HDFS 276	3cr
SPAN 301	3cr
Other Gen. Educ. Courses	
SPAN 303A	3cr
	cr
Total Cr.	(15)

SEMESTER TR	Cr	SEMESTER F15	Cr	SEMESTER S16	Cr
SDV 164	2	CPR E 185	3	CPR 185	3
FIN 121	3	ENGL 150	3	ENGL 250	3
ACC 111	3	MATH 143	4	HD FS	1
LIT 185	3	CHEM 167	4	CL PS 122	1
		PSYCH 131	1	CPR E 186 + ENGR 105	2
		ENGR 104	1	U ST 102A + LIB 160	2
		ENGR 101	R	CPR E 166	R
Total	11	Total	16	Total	12

SEMESTER SS16	Cr	SEMESTER F16	Cr	SEMESTER S17	Cr
		COM S 103	4	COM S 227	4
		COM S 104	2	MATH 165	4
		CPR E 185	3	LD ST 322	3
		HDFS 276	3	ENGR 250x	1
		ENGR 155x	1	CPR E 394	R
		CPR E 294	R		
Total		Total	13	Total	12

SEMESTER SS17	Cr	SEMESTER F17	Cr	SEMESTER S18	Cr
MATH 166	4	COM S 228	3	MATH 265	3
PHYS 221	5	CPR E 288	4	CPR E 381	4
		ENGL 314	3	CPR E 310	3
		SPAN 301	3	COM S 309	3
				CHEM 167	4
Total	9	Total	13	Total	16

SEMESTER SS18	Cr	SEMESTER F18	Cr	SEMESTER S19	Cr
PHYS 222	5	CPR E 308	4	MATH 267	4
		COM S 311	3	E E 201	4
		COM S 319	3	CPR E 329	3
		MGMT 371	3	COM S 409	3
		SP CM 312	3		
Total	5	Total	16	Total	14

CprE Electives
 Choose from CprE
 Technical Electives List
Must be a minimum of 21 credits

Com S Elect.	(3 cr.)
ComS 319	3cr
CprE Elect.	(6 cr)
CprE 329	3 cr
CprE 416	3 cr
EE Elect. □	(3 cr)
EE 314	3cr
Tech Elect.	(9 cr)
Com S 363	3cr
Com S 409	3cr
Com S 418	3 cr
Total Cr	(21)