



**FINANCIAL AID SUSPENSION/FALL 2023
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL**

FALL 2023 DEADLINES: For Classes Beginning September 6 – Wednesday, August 23 by 2 pm
For Classes Beginning October 30 – Wednesday, October 18 by 2 pm

STUDENT NAME: _____ **STUDENT ID NUMBER:** _____

PLEASE COMPLETE THIS FORM AND ATTACH THE REQUESTED DOCUMENTS TO APPEAL THE SUSPENSION OF YOUR FINANCIAL AID ELIGIBILITY FOR FALL 2023.

- The decision and/or requests for additional information are sent to your NECC student email account. Please be sure to check your NECC student email account.
- If you are enrolled in Summer 2023 courses, a decision will be made after grades are posted in August.
- Academically suspended students are not eligible for financial aid. An academic appeal must be submitted and the academic probation approved before you can appeal a financial aid suspension.
- Incomplete appeals will not be accepted and will be returned for completion.
- Submission of this appeal does not guarantee approval.

DIRECTIONS: Complete each step of the appeal and *submit your entire appeal in person, prior to the deadline*, at the Financial Aid Office in Haverhill at SC118 or in Lawrence at L151. All supporting documents must be included. Students are encouraged to meet with a financial aid counselor prior to turning in their forms, either in person or virtually.

1. CHECK ONE: THIS IS MY: **FIRST FINANCIAL AID APPEAL** **SECOND FINANCIAL AID APPEAL**

- ▶ **Students are limited to 2 financial aid suspension appeals.** Circumstances for your second appeal must be different from your first appeal and must focus on events since your first appeal.
 - ▶ **If this is your third financial aid suspension** and you think you may have extenuating circumstances for an appeal, please contact the Director of Financial Aid for further information.
- THIRD FINANCIAL AID APPEAL** must be approved by Director of Financial Aid

2. REASON FOR APPEAL (CHECK ONE OR MORE):

- Medical/Accident: Date of medical occurrence or accident _____
- Death of Family Member/Friend: Date of death _____
- Personal Circumstances Other Emergency or Extenuating Circumstances

3. IN ADDITION TO THIS FORM, A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING:

- 2023 - 2024 FAFSA**
- ▶ Must be completed and submitted at www.studentaid.gov.
 - ▶ Date completed: _____

STUDENT NAME: _____ STUDENT ID NUMBER: _____

SIGNED PERSONAL STATEMENT providing your circumstances and plan of action.

- ▶ Your personal statement must be typed on a separate paper, dated, and signed with an original signature.
- ▶ It is recommended that you review your academic transcript to better understand your overall record including GPA and completion rate (number of credits completed / number of credits attempted).
- ▶ Please include the following in your personal statement:
 - What circumstances have kept you from being successful in your studies (be specific about the terms that you attended)?
 - What actions have you taken or plan to take to be successful in the future?
 - If this is not your first appeal, please address your circumstances since your last appeal was approved.

ESSENTIAL DOCUMENTATION to support the circumstances in your personal statement.

Documents must prove that the circumstances affected you during the terms you were not meeting Satisfactory Academic Progress (SAP) and should be submitted with the appeal.

Documentation includes, but is not limited to:

- medical documents from hospitals, doctors, or therapists
- obituaries/death certificates or prayer cards showing dates of death
- third party letters showing details of circumstances (signed and dated)
- accident reports from police or hospitals

ACADEMIC PLAN:

If approved, you will be placed on a financial aid probation and you agree to the following academic plan:

- ▶ During the first semester on probation, I cannot register for more than 8 credits (2 courses).
- ▶ After the add/drop period, I cannot withdraw, fail, or receive an incomplete grade in any course.
- ▶ While on financial probation, I must complete each course that I attempt after the add/drop period.
- ▶ I must have a term GPA of at least 2.0 in each term I am on probation.
- ▶ I will remain on financial probation for each term as long as I continue meeting the requirements of the plan, until I am meeting Satisfactory Academic Progress standards.
- ▶ If I do not meet the requirements of the plan, I will be re-suspended and ineligible for financial aid.
- ▶ I will meet with my academic advisor regarding any questions about my courses and will take only those courses required for my program of study.

CERTIFICATION: I certify that the information on this form is true and accurate. I understand and agree to follow the academic plan above if my appeal is approved. *Signature must be a handwritten signature.*

STUDENT SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY	FIRST	SECOND	THIRD (approval in RHACOMM <input type="checkbox"/>)
REASON COMPLETE & FORM SIGNED: <input type="checkbox"/>		FAFSA FILED: <input type="checkbox"/>	INTAKE INITIALS:
PERSONAL STATEMENT SIGNED & DATED: <input type="checkbox"/>		DOCUMENTATION ATTACHED: <input type="checkbox"/>	N STATUS/DATE: