



OZARKA COLLEGE

Financial Aid

Satisfactory Academic Progress Appeal

Students removed from financial aid eligibility may file an appeal with the Financial Aid Office. The appeal must be in writing, and extenuating circumstances must be well documented. Extenuating circumstances are typically identified as situations beyond the student's control that do not allow them to successfully complete the semester.

The suspension appeal form and all documentation must be submitted to the Financial Aid office by the Wednesday before the first day of classes each semester. The committee will notify the student of its decision by mail at the address submitted with the appeal or in person. Neither the committee nor the financial aid staff will give appeal results over the phone or by email.

Submitting an appeal:

1. Before an appeal will be considered, you must have a Free Application for Federal Student Aid (FAFSA) on file for the semester you are requesting financial aid.
2. Submit the Satisfactory Academic Progress Appeal Application and include all required information.
3. Submit a personal statement. This statement needs to be typed, double-spaced and no more than 2 pages in length. The statement should clearly identify your extenuating circumstances for the term(s) in question.
4. Any necessary documentation that can help validate the appeal should be turned in with the appeal. Such documentation may include hospital records, police records, court records, letter from a doctor, and any documentation that may help in identifying your particular situation.
5. Submit a degree plan signed by your Ozarka Advisor with your appeal. The degree plan must be filled out in completion including the semester and year each course was completed and the semester and year that you plan to complete the remaining courses needed for graduation. Degree plans that are submitted incomplete or without signatures will not be reviewed by the committee.
6. Submit your appeal, all required documents and any supporting documents, academic plan, and the appeal application to the Financial Aid Office by the Wednesday before the first day of classes each semester.

The committee reviews student appeals on the 2nd and 4th week of each month. The Financial Aid office will notify you of the decision by mail; results will not be given over the phone or through email.

Satisfactory Academic Progress Appeal Application

Student Name (Last Name, First Name, Middle Initial)			SS#/Student ID
Mailing Address			Date of Birth
City	State	Zip Code	Phone Number
Degree			Anticipated Graduation Date
Academic Advisor			

(For Office Use Only)

Appeal Committee Ruling

Reason for student's appeal:

- Changed Career Goals
- Childcare
- Course work too difficult
- Illness or death of family member
- Personal Illness
- Relocation
- Work Schedule Change
- Other

Documentation provided: _____

Committee Member: _____ Approved: _____ yes _____ no Date: _____

Reason for the denial: _____

Committee Member: _____ Approved: _____ yes _____ no Date: _____

Reason for the denial: _____

Committee Member: _____ Approved: _____ yes _____ no Date: _____

Reason for the denial: _____

Letter Sent: _____