

2008-2009 Financial Aid Appeal Form

Office of Financial Aid/Department 4805 ♦ The University of Tennessee at Chattanooga
 615 McCallie Ave., Chattanooga, TN 37403-2598
 (423) 425-4677 ♦ (800) 882-6627 ♦ Fax (423) 425-2292

The deadline for Financial Aid Appeal is one week (7 calendar days) prior to the start of each term.

Student Name (print) _____ Phone (____) _____

Address _____ City _____ State _____ ZIP _____

Expected UTC Graduation Date _____ (Term & Year)

Please indicate one or more of the following reasons for this appeal

Unsatisfactory Financial Aid Progress Appeal

This information can be found in the Financial Aid section of your MocsNet account

Students must make Satisfactory Academic Progress (SAP) to remain eligible for State, Federal, and most University scholarships. Students who do not maintain SAP are placed on a SAP hold. The SAP holds are:

___ **INSUFF – Insufficient Progress:** Students are required to complete a minimum number of credit hours in relation to the number of credit hours enrolled on the first day of classes.

___ **UG150 or GR150 – Attempted Hours Exceed 150% of Degree Requirements:** Students may not attempt more than 150% of the hours required to fulfill the degree requirements as listed in the *Catalog*.

___ **NOPROG – No Progress or 0.0 GPA:** Students who withdraw from, fail, or receive incompletes (I) for all enrolled classes are automatically placed on SAP hold

**** **SUSP/DISM – Academic Suspension or dismissal:** Students returning after suspension or dismissal do not need to submit a financial aid appeal; instead he/she should complete a Request for Counselor Review Form.

Scholarship Appeal

___ **TELS/HOPE Scholarship Appeal** – HOPE Scholarship may ONLY be appealed for withdrawing completely or dropped hours under extenuating circumstances. Appeals submitted without documentation cannot be approved. HOPE Scholarship may NOT be appealed if lost due to GPA.

___ **University Scholarship Appeal** – specific requirements for University Scholarship Renewal can be found on the Scholarship Award Letter you received when you were first awarded the scholarship.

Appeal Packet Requirements

Appeal Packets **must** be organized as listed below. Each section **must** be initialed by the student. If you cannot provide the required information, you should explain why in place of the item.

- ___ 1. **This form completed in its entirety, including signature.**
- ___ 2. **Typed and signed statement indicating rationale for appeal.** Be as specific as possible. Include plan to correct the problem leading to the SAP hold. Schedule an appointment with the UTC Counseling and Career Planning Center (Located in the University Center, Room 338) to develop such a plan.
- ___ 3. **Copy of permanent record or transcript.** The Records Office provides a free copy of the permanent record or transcript, marked **FOR ADVISEMENT ONLY**, to students who show this completed form.
- ___ 4. **Additional documentation, such as medical records, police reports, letters of reference, or other documentation to support the appeal.** No handwritten documentation will be accepted.

Students must submit the appeal packet to the First Place Office in Hooper Hall 101. The appeal must follow the order listed above. Students should retain an additional copy for their records.

By signing below, I indicate that I understand and adhere to all of the above requirements. I understand this appeal is not an appeal for the reinstatement to UTC after academic suspension or dismissal. The deadline for Financial Aid Appeal is one week (7 calendar days) prior to the start of each term.

Student Signature _____ Date _____