

**2009-2010 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\*\*\*

**Financial Aid Satisfactory Academic 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 a plan to correct the problem leading to the SAP hold.
- \_\_\_ 3. **Copy of unofficial transcript**
- \_\_\_ 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 Financial Aid 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. I also understand that no modifications may be made to this appeal by me or by members of the Financial Aid Office following submission of the appeal.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_