

## 2009-2010 Financial Aid Satisfactory Academic Progress Appeal

Office of Financial Aid/Department 4805  
The University of Tennessee at Chattanooga  
615 McCallie Ave.  
(423) 425-4677 ♦ Fax (423) 425-2292  
[finaid@utc.edu](mailto:finaid@utc.edu)

Student Name (print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Expected UTC Graduation Date \_\_\_\_\_ (Term & Year)

Term reinstatement of aid is requested  Fall 09 [Appeal deadline 8/10/09]

Spring 10 [Appeal deadline 12/21/09, decisions available 1/5/10]

Summer 10 [Appeal deadline 4/26/10, decisions available 5/4/10]

**Appeals received after the published deadline will be reviewed for the following semester.**

Why did you lose eligibility for financial aid?

- Insufficient Progress – students are required to complete a minimum number of credit hours in relation to the number of credits enrolled on the first day of classes.
- Exceeding 150% maximum time frame
- No progress – Students who withdraw from, fail, or receive incompletes for all enrolled courses.

Did you receive and lose;

- the HOPE Scholarship [only if due to drop or withdrawal] or  a University 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.

I certify all statements, documents, and information in this appeal are true and accurate.

Failure to provide sufficient information may result in your appeal being denied.

Appeal decisions will be sent to the permanent address on file and the student's UTC email address

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