



Sample Example

Financial Aid Office • 901 S Haverhill Road • El Dorado, KS 67042
Tel: 316.322.3121
Fax: 316.322.3316
Email: finaid@butlercc.edu
Submit your documents securely at: <https://butlercc.edu/fa-upload>
Web Site: www.butlercc.edu/financial-aid **APPEAL**

**Butler Student
Id Number:**

Student Last Name	First Name	M.I.	Example: @00111111 or Z00011111
Susie Student 10/01/22			
Signature & Date	Address Including	City, State and Zip	Phone Number

FEDERAL FINANCIAL AID SUSPENSION APPEAL

Before completing an appeal, students should read the tips and guidelines provided with this form. A sample appeal can be found at http://documents.butlercc.edu/fin_aid/parts/SAS.pdf.

Federal regulations require Butler Financial Aid to monitor the academic progress of all federal financial aid students. If extenuating circumstances beyond your control prevented you from meeting the Satisfactory Academic Progress (SAP) requirements, you may appeal the suspension of your financial aid eligibility by completing this form.

Please attach a typed statement to explain and document the extenuating circumstances that have contributed to your inability to meet SAP and how it has been resolved. Address **EACH** semester in which you had a D, F or W. **You must also sign your statement.**

Check all that apply below:

- Unexpected Health Issues, injury, or illness occurred during the semester. Attach supporting medical documentation that explains the nature and dates of the health issues(s).
- Death of a close relative or friend during the semester. Attach a photocopy of the obituary. State the relationship of the deceased to you.
- Significant trauma, personal or family problems in your life that impaired your emotional and/or physical health. Provide a detailed explanation regarding the specific circumstances that occurred. Include dates and what you have done to overcome these challenges. Supporting documentation from a third-party source (e.g., physician, social worker, therapist, police, courts, etc.) must be attached.
- Financial or personal catastrophe such as a loss of employment (not schedule changes, hours worked or overtime), divorce/separation, house fire, etc. Supporting documentation must be provided.
- Other extenuating circumstances beyond your control. Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation must be provided.

It is assumed by the financial aid appeal review committee that any student filing an appeal is doing so based on the need for financial aid. Therefore, do not discuss your need for financial aid as part of your rationale for reinstatement of federal financial aid.

Please check the following:

- I have included my typed statement explaining my situation and how it has been resolved
 - I have provided all necessary supporting documentation to demonstrate my reasons for appealing my suspension
 - I do not have any documentation that I can provide and understand this may negatively impact the outcome of my appeal
 - Approval does not mean you will be eligible for federal financial aid. Other factors may prevent you from being eligible.
 - Allow 2-3 weeks for appeal processing.
 - An incomplete SAP appeal may be denied.
- ***IMPORTANT – All information to be considered (appeal form, statement and documentation) must be submitted at the same time.*****

Note: Only extenuating circumstances will be considered for appeal. Extenuating circumstances must be unexpected circumstances that are beyond the student's control. Typical adjustments to college life such as underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances.

Submit your documents securely at: <https://butlercc.edu/fa-upload>

OVER →→→→

Example: @00111111 or Z00011111

Signature and affirmation:

By submitting this appeal, I certify that the information contained on this appeal is correct to the best of my knowledge. I understand that I am responsible for meeting payment deadlines while waiting on an appeal decision and that the approval of my appeal is not guaranteed. I acknowledge that decisions on appeals are made on a case-by-case basis. I understand that if my appeal is approved, my academic progress will be reviewed at the end of each semester and that any failure to meet the conditions of my approved appeal will result in the loss of my financial aid eligibility. I also must meet all other federal aid requirements.

Warning: If you receive student aid based on incorrect information, you may have to return it and/or pay fines and fees. If you purposely give false or misleading information on this form, you may be fined \$20,000, receive a prison sentence, or both.

Affirmation: By signing above, I certify that all information I have submitted is accurate and verified with supporting documentation.

Tips/Guidelines for completing and submitting an Appeal:

- Review Butler’s Federal Aid Satisfactory Academic Progress policy at http://documents.butlercc.edu/fin_aid/parts/1sap.pdf
- Admit the Problem - Take time to think about what happened that caused you to be unsuccessful and how it affected your grades and/or attendance.

Tips for Regaining and Maintaining Satisfactory Academic Progress:

- Students are encouraged to call, email, or come in to one of our campus locations for financial aid counseling concerning their Satisfactory Academic Progress.
- Do your best to attend and participate in ALL class sessions both in person and online.
- Do not take more classes than you can reasonably manage. Students are not required to be full-time for Federal Financial Aid. Aid will be prorated based on enrollment. *Full-time enrollment is required if living in the dorms or on Academic, Activity or Athletic scholarships.*
- Seek out FREE help at Butler for success. Meet with academic advisors, explore tutoring services, student retention, free student counseling services, etc. and formulate a plan for success.
- Only take classes needed for your degree.
- You can quickly improve your GPA by retaking failed courses and receiving a C or better in all future coursework.
- Your completion rate can be improved by not dropping or failing classes in the future.
- Be aware of drop dates throughout the semester. If you need to make a change to your schedule do it before it will affect your transcript and financial aid.

Submit your documents securely at: <https://butlercc.edu/fa-upload>

FINANCIAL AID OFFICE USE ONLY – DO NOT COMPLETE

Completion Rate _____ GPA _____ Req Hrs _____ Comments:

Previous Appeals _____ Good Semesters _____

Enrolled Yes _____ No _____ Term/Hrs _____

In Person _____ Online _____

NSLDS History: _____

1st:

2nd:

STATEMENT TO BE ATTACHED WITH APPEAL FORM

Susie A. Student
@001111111

Explain What Happened:

On October 3, 2014 I was injured in a car accident. My injuries were a broken leg that required surgery and a concussion. The surgery for my broken leg was October 7, 2014. I was in the hospital from October 3-October 8, 2014 so I was unable to attend class during those days. After I was discharged, I was under strict doctor's orders to rest as much as possible and stay off my leg for 2 weeks. Due to the concussion, I was unable to use the computer. I was also unable to drive. The accident also caused significant damage to my vehicle that had to be repaired during this time. I contacted my instructors and let them know of the situation. I was finally able to return to classes the last week of October. I attended classes for a couple of weeks and found that I was too far behind to get caught up. I was also going to have several weeks of physical therapy. After speaking with my instructors and an academic advisor, I made the decision to withdraw from my Fall semester classes. I have included with this appeal, documentation from my car accident and my doctor with my specific limitations during this time.

Explain What Has Changed:

I have completed physical therapy and have been fully released by my doctor to resume my normal activities. I no longer have any restrictions from my car accident. I realize now that I should have been in better contact with my instructors so that I could keep up with my class assignments. I was unaware that my instructors would have been willing to help me find accommodations to allow me to continue in my classes during this time. In the future I plan to take advantage of all of the services Butler offers to students, should the need arise. As you can see from previous semesters, I am a capable student and am able to succeed academically. I plan to get a degree in Nursing and have met with both the Nursing department and academic advising to develop a degree plan.

SusieStudent
10/01/22

Included Documentation Examples - Police report, hospital/doctors note with date of accident and injury, release form from doctor/physical therapy