

COLLEGE OF THE OUACHITAS

Financial Aid Office, One College Circle, Malvern, AR 72104
Phone (501) 337-5000 Fax (501)337-9382

Financial Aid Appeal Satisfactory Academic Progress

This form must accompany a request to reinstate financial aid eligibility after a failure to meet Satisfactory Academic Progress (SAP) standards.

The Office of Financial Aid follows federal regulations in administering federal financial aid. If you have exceptional circumstances that you feel are not addressed by the policies of this office, you may submit a typewritten request to the COTO Financial Aid Office for review. Exceptional circumstances include, but are not limited to: student injury or illness, the severe illness or death of a relative, or other life-altering situations.

Award Year _____ 2015-2016 _____ 2016-2017

STUDENT INFORMATION

LAST NAME	FIRST NAME	STUDENT ID OR SS#
STREET ADDRESS		DATE OF BIRTH
CITY	STATE	ZIP CODE
EMAIL ADDRESS		PHONE NUMBER (INCLUDE AREA CODE)

STUDENT RESPONSIBILITIES

Students who file an financial aid appeal are responsible for payment of tuition and fees and other charges. Failure to make the appropriate payment arrangements by the published confirmation and/or payment deadlines may result in one or more of the following consequences:

- Cancellation of registration
- Assessment of late fees
- Required documentation

The following documentation must be submitted with this form to the COTO Financial Aid Office. All submitted information becomes a part of your financial aid record. Items cannot be returned.

- Typed and signed statement which must include the following:
 - Explanation of the extenuating circumstances that caused your failure to make satisfactory academic progress
 - Explanation of what has changed that will allow you to meet Satisfactory Academic Progress standards at the next evaluation
- Supporting documentation that verifies the circumstances referenced in the appeal statement
- Current copy of your degree plan, signed by your academic advisor.

After submission, a Financial Aid advisor reviews your appeal. Once the initial analysis is complete, the Advisor will

- Submit the appeal to the Financial Aid Appeals Committee or
- Contact you to request additional information/documentation

FINANCIAL AID APPEALS COMMITTEE RESPONSE

- The decision of the Committee is final. No additional appeal is permitted.