

Financial Aid Suspension Appeal

 Submit completed Appeal **2 WEEKS PRIOR TO FIRST DAY OF CLASSES** (no exceptions)

Printed Name: _____ ID: _____

Acceptable Conditions for Which an Appeal May Be Granted

Acceptable Conditions	Examples of Acceptable Documentation
<input type="checkbox"/> Serious illness or personal injury	Doctor's note, accident report, medical bills
<input type="checkbox"/> Death of an immediate family member (parent, spouse, child, sibling, legal guardian)	Copy of death certificate
<input type="checkbox"/> Undue hardship: examples include job loss, separation/divorce, loss of home, recall to military duty, previously undiagnosed learning disability, incarceration	Termination letter from former employer, separation/divorce papers, eviction notice, bankruptcy papers, discharge papers
<input type="checkbox"/> <i>Maximum Allowable Credits</i>	

Instructions for Completing Your Financial Aid Suspension Appeal

- Obtain all necessary documents in support of your Appeal (see *acceptable examples in chart above*).
- **Type** your Appeal statement briefly describing:
 - past circumstances that affected your ability to make satisfactory academic progress,
 - **AND**
 - changes you have made/will make to enable you to handle your coursework more effectively in the future,
- Complete and sign this form.
- Attach and submit all required Appeal documents together at the One Stop Enrollment Center or OneStop@berkshirecc.edu
- **For Maximum Allowable Credit Appeals** - you must also contact Academic Advising to obtain a Degree Audit and Academic Plan to submit with this appeal.
 Email: Academic_Advising@berkshirecc.edu

Notification of Appeal Decision

You will be contacted by your BCC Student Email:

- If you need to schedule an appointment with the Director of Student Financial Services (or designee) to discuss the conditions of your reinstatement, or
- If your Financial Aid Appeal is otherwise incomplete.
- If your Financial Aid Appeal is granted/denied.

(over)

Financial Aid Requirements and Information

- Appealing a Financial Aid Suspension is a separate process from Appealing an academic Suspension. If you meet with the Director of Advising and/or the Student Standing Committee and you are allowed to re-enroll at BCC, you must still separately Appeal a Financial Aid Suspension, or be prepared to pay college charges out-of-pocket.
- BCC will not consider Appeals on the basis of pre-existing conditions or circumstances already cited in a previous Appeal.
- Students may submit no more than 2 Financial Aid Suspension Appeals at BCC. However, if your Appeal is denied, you may re-Appeal if/when you have rehabilitated your academic record to comply with federal Financial Aid standards.

I understand that:

- ☐ I am only allowed to take courses that are required to complete my Academic Program.
- ☐ If my Academic Advisor and I make changes to the Academic Plan that I submitted with my Appeal, I am required to submit a new Academic Plan to the One Stop Enrollment Center.
- ☐ I am required to notify the One Stop Enrollment Center if I make changes to my registration while I remain on Financial Aid Probation.
- ☐ I must complete all of my courses, without withdrawals, incompletes, or failures, while I remain on Financial Aid Probation.
- ☐ I must maintain a minimum 2.000 term GPA or my programs minimum, each semester that I remain on Financial Aid Probation.
- ☐ If I am thinking about withdrawing from a class, I must contact the One Stop Enrollment Center so that I understand the consequences.
- ☐ The Financial Aid Suspension Appeal Committee/Director of Student Financial Services may recommend that I begin/continue working with an Academic Advisor.
- ☐ The Financial Aid Suspension Appeal Committee/Director of Student Financial Services may recommend that I utilize Tutoring Services, TRIO, Success Coach and/or the Disability Resource Center.
- ☐ If I apply for a student loan while on Financial Aid Probation, I may be recommended to meet with a Student Financial Services member for one-on-one loan counseling.

By signing below I understand that if my Appeal is approved, I will be required to meet all requirements listed above. I also understand that my Financial Aid funds will not be disbursed to my account if these requirements are not met and may result in the loss of future aid.

Student Signature

Date