

## Financial Aid Suspension Appeal

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

Semester of Appeal: \_\_\_\_\_

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 <b>immediate</b> 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"/> Maximum Allowable Credits	Letter explaining 150% use and the following - Degree Audit & Academic Plan from Advising *may need additional documentation

### 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:
  1. past circumstances that affected your ability to make satisfactory academic progress,  
**AND**
  2. changes you have made/will make to enable you to handle your coursework effectively in the future to complete your degree or certificate.
  3. **For Maximum Allowable Credits** - you must also submit a copy of your academic plan and degree audit which you will get from academic advising by emailing [academic\\_advising@berkshirecc.edu](mailto:academic_advising@berkshirecc.edu)
- Complete and sign this form.
- Attach and submit all required appeal documents to the Student Financial Services Office or [finaid@berkshirecc.edu](mailto:finaid@berkshirecc.edu)

### Notification of Appeal Decision

You will be contacted by 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.

(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 on 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 may be limited to half-time enrollment while I remain on Financial Aid Probation.
- 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 Student Financial Services Office.
- I am required to notify Student Financial Services 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 each semester that I remain on Financial Aid Probation.
- If I am thinking about withdrawing from a class, I must contact the Student Financial Services Office so that I understand the consequences.
- Student Financial Services may recommend that I begin/continue working with an Academic Advisor.
- Student Financial Services may recommend that I utilize Tutoring Services.
- Student Financial Services may recommend that I utilize the services of the Disabilities Resource Center.
- If I apply for a student loan while on Financial Aid Probation, I may be required to meet with BCC's Student Loan Coordinator 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.*

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

\_\_\_\_\_  
Date

FINANCIAL AID OFFICE USE ONLY	
Recommendations:	Final Decision:
	Authorized Signature:
	Date of Review: