

# Alvin Community College

## Financial Aid Appeal Instructions

**Appeal deadlines are posted on The POD. Students who do not meet the appeal deadline must use personal funds to pay for tuition and fees by the payment deadline for the semester. We recommend that students consider setting up a payment plan with the ACC Business Office.**

### **ACC Appeal Process:**

1. Complete the **Financial Aid Appeal Form**, and type your answers to the Required Appeal Questions.
2. Meet with an Academic Advisor (academic students) or Department Chairperson (technical students) to complete the **Mandatory Advising for Financial Aid Appeal Form**. *Students accepted into selective admissions programs with mandatory orientations are exempt.*
3. Submit a complete appeal to the ACC Financial Aid Office. (see below)
4. The ACC Appeal Committee will review your appeal and supporting documentation. Login to The POD for Financial Aid Appeal deadlines.
5. Appeal decisions are emailed to students within two weeks of the latest published Appeal Deadline.
6. Approved students must complete an Academic Plan. The Academic Plan must be adhered to by the student in order to maintain financial aid eligibility. Failure to adhere to the Academic Plan will result in the student forfeiting his/her financial aid eligibility. **Financial aid cannot be disbursed until a complete and signed Academic Plan is on file with the ACC Financial Aid Office.**

### **Only COMPLETE appeals will be considered. A COMPLETE appeal includes all of the following:**

- A complete, signed, and dated ACC Appeal Form (attached).
- Typed responses to the Required Appeal Questions (see the ACC Appeal Form).
- Documentation to support your answers to the Required Appeal Questions.
- Mandatory Advising for Financial Aid Appeal Form. *Students accepted into selective admissions programs with mandatory orientations are exempt.*
- Official transcripts from all previous schools must be received by the Admissions Office. Foreign transcripts are required to be evaluated by an approved service (see ACC catalog).
- All required documents and information for FAFSA (***if not previously submitted***).

### **Submit your complete appeal to the ACC Financial Aid Office:**

**Mail:**

Alvin Community College  
Financial Aid-Appeal  
3110 Mustang Road  
Alvin, TX 77511

**Fax:**

Attn: Appeals Committee  
(281) 756-3840

**Email:**

Subject: Appeal Form for the \_\_\_\_ semester  
FA@alvincollege.edu

# Alvin Community College Student Appeal Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ACC ID \_\_\_\_\_

ACC Program \_\_\_\_\_

Which semester are you appealing to receive aid (semester/year)? \_\_\_\_\_

I have read the standards of Federal Satisfactory Progress and I understand that I am no longer eligible for financial aid because (please check all that apply):

\_\_\_\_\_ My ACC cumulative grade point average is less than 2.0.

\_\_\_\_\_ I did not complete 67% of the hours I have attempted.

\_\_\_\_\_ I have attempted more than 150% of the semester hours required by degree or certificate.

Federal Financial Aid Regulations only allow students to appeal who have experienced one of the following documentable circumstances. **APPEALS SUBMITTED WITHOUT SUPPORTING DOCUMENTATION WILL NOT BE CONSIDERED.**

- Injury or illness to the student.
- Injury, illness, or death of a relative.
- Other, ONE-TIME, special circumstances

## **Required Appeal Questions (DOCUMENTATION OF YOUR ANSWERS IS REQUIRED)**

1. Describe the circumstances which kept you from making Satisfactory Academic Progress.
2. How the circumstances you described have changed?
3. Describe how the changes you have made will allow you to demonstrate Satisfactory Academic Progress in the future.

**My appeal will be reviewed by the ACC Appeal Committee, and I will be notified via email of the decision.**

**The decision of ACC Appeal Committee is FINAL.**

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

\_\_\_\_\_  
Date

# Mandatory Advising for Financial Aid Appeal

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ACC ID \_\_\_\_\_

ACC Program \_\_\_\_\_ Catalog Year \_\_\_\_\_

The purpose of mandatory advising is to ensure that the student understands the requirements of the ACC program for which they are appealing. This is your opportunity to ask questions regarding your ACC program requirements, address concerns, and get advice on how to be successful in your program.

Schedule an appointment to meet with the Division/Dept. Chairperson of your program (technical/vocational programs only) or your assigned Academic Advisor (academic programs only) to complete mandatory advising.

The following information will be provided during advising. The student is required to initial each item acknowledging that they received and understand the information.

\_\_\_\_\_ Ensure the correct degree/certificate program is the only active program on file.

\_\_\_\_\_ Number of classes/hours required for graduation.

\_\_\_\_\_ Number of semesters/academic years required until graduation.

\_\_\_\_\_ Current cumulative GPA, and projected GPA requirements and grade expectations.

\_\_\_\_\_ Any course substitutions or testing required to complete the program.

\_\_\_\_\_ Classes that are only offered during certain semesters or on a limited schedule.

\_\_\_\_\_ Special equipment or software required.

\_\_\_\_\_ Time management and barriers to completion of program.

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor, Division/Dept. Chairperson Signature

\_\_\_\_\_  
Date

**Submit this form with your Financial Aid Appeal.**