



# Jarvis Christian College

OFFICE OF FINANCIAL AID \* PO BOX 1470 \* HAWKINS, TX 75765 \* 1-903-730-4890 \* FAX: 1-844-429-5287

## 2017-2018 Office of Financial Aid Appeal Application

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

ID: \_\_\_\_\_ Telephone: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Address: Street \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_ E-mail: \_\_\_\_\_

Semester for which eligibility is requested \_\_\_\_ Fall 2017 \_\_\_\_ Spring 2018 \_\_\_\_ Summer 2018

Please read each of the following requirements for a complete appeal and initial the blank before each statement listed below:. An incomplete appeal packet will be returned without action.

\_\_\_\_\_ I have read the Satisfactory Academic Policy (SAP).  
(initial)

\_\_\_\_\_ I have attached a current copy of my unofficial transcript(s).  
(initial)

\_\_\_\_\_ I have described events or circumstances that directly contributed to my ineligible status.  
(Initial)

\_\_\_\_\_ I have described actions to prevent a repeat occurrence of the events leading to my ineligible status.  
(Initial)

\_\_\_\_\_ I have attached my typed explanation and all necessary documentation to support my reasons for appeal.  
(Initial)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

NOTE: It is your responsibility to provide adequate documentation to support your appeal. Jarvis Christian College employees will not contact others (doctors, professors, etc.) on your behalf. A mitigating circumstance or extenuating circumstance is any occurrence that would provide justifiable reason for failure to maintain successful academic progress. Documentation for mitigating circumstances may include, but is not limited to physician records, hospitalization records, obituaries, and documentation from a job supervisor.

## Policies and Procedures for Financial Aid Appeals

### I understand:

- ❖ Student must submit a typed letter of appeal to the Office of Financial Aid, PO Box 1470, Hawkins, Texas 75765.
- ❖ The appeal letter must describe the student's special or mitigating circumstance. If this is not included, the appeal letter ***will be considered incomplete and returned to the student***. Incomplete appeals ***will not be considered***.
- ❖ Students **must** attach all necessary documents. Important documents such as police reports, death certificates, birth certificates, medical records, medical bills, and others that may help with the Committee's decision must be attached to the appeal letter.
- ❖ Once students are notified of financial aid ineligibility due to failure to meet minimum SAP requirements, students must submit a written letter of appeal along with any requested documentation to the Office of Student Financial Aid & Scholarship **within fifteen (15) business days** of the notification, in order to have a decision made relative to financial aid assistance. **(This does not apply to students that are on Financial Aid Suspension)**.
- ❖ If students are notified of financial aid ineligibility due to failure to meet minimum SAP requirements, during the **registration period**, students must submit a written letter of appeal along with any requested documentation to the Office of Student Financial Aid & Scholarship **within three (3) business days** of the notification, in order to have a decision made relative to financial aid assistance. **(This does not apply to students that are on Financial Aid Suspension)**.
- ❖ The students' letter of appeal will be reviewed within two weeks of receiving the request and **all** necessary documents by the Financial Aid Appeals Committee. **If any of the requested documentation is not received within the requested timeframe, a decision of denial will be rendered due to lack of sufficient evidence.**
- ❖ Students who are **DENIED** financial aid due to appeal results and/or placed on **Financial Aid Suspension** are **responsible for payment of tuition and fees, room and board**. (Please see Business Officer for possible payment arrangements)
- ❖ Notification of the decision will be sent to the student's Jarvis email account. All SAP Committee's decisions are final. **Explanation of justification for the decision is not provided to the student or parent(s)**.
- ❖ Appeals can be approved for one semester or two. Financial aid will be awarded on a probationary basis.
- ❖ Terms and conditions of appeal approval will be included in the Academic Contract that the student must sign before financial aid will be awarded.
- ❖ If student has attended any other colleges or universities, an ***official transcript*** from ***each*** college/university must be submitted to the Admissions office and ***must be posted in Jenzabar***. If transcripts are unavailable, the appeal will not be accepted. Also, if the student does not disclose all previous schools attended, any approval appeal will be marked ***"VOID"***, and the student will be required to appeal again with all previous enrollment history being considered.

### Reinstatement of Financial Aid without a Successful Appeal

Student whose appeal is denied is eligible to submit a subsequent appeal once completion of the following requirements at his/her own expense (no financial aid will be granted at Jarvis Christian College to those on financial aid suspension):

- ❖ Enroll and successfully complete at least six (6) hours with at least a 2.0 GPA for each semester. This is a minimum requirement.
- ❖ The student may need to complete more hours and earn a higher GPA to remedy the SAP deficiency. This is determined on a case-by-case basis. When the required course work is completed, the student is eligible to file an appeal and the appeal must be approved for financial aid to be reinstated.

\_\_\_\_\_ I certify that I have read and understand the above policies and procedures.

**Initials**

\_\_\_\_\_ I understand and agree that the Appeal Committee decision is **FINAL** and if I am denied, I have no further recourse.

**Initials**

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

\_\_\_\_\_  
Date