



SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

For Title IV (Federal) and Institutional Financial Aid Recipients

You have been advised that you have lost eligibility to receive financial aid because you have failed to maintain standards of satisfactory academic progress. An Appeal Process is available to you. If you want to submit an appeal, you must complete this form and attach any documentation required. Please read the following information carefully as failure to comply with all requirements may result in a delay in the processing of your appeal.

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Social Security Number: _____

For what semester / year are you requesting financial aid reinstatement? **You may not request reinstatement of financial aid for a semester which has already ended.**

Fall _____ 20____ Spring _____ 20____ Summer _____ 20____

SECTION I: Complete this section if you have been denied due to GPA and/or Percentage Completion.

1. Explain in detail the nature of your difficulty. Indicate reasons such as academic, medical, emotional, etc.

2. State why you believe it is possible for you to improve upon your past academic performance.

SECTION II: Complete this section if you have been denied due to exceeding maximum time frame.

1. What is your planned Chancellor University graduation date? _____
2. Explain why you have accumulated attempted credit hours well beyond your degree requirements.

Please list the courses necessary to complete your degree and the semester in which you and your advisor anticipate they will be offered and taken. A Student Services Advisor, Registrar, or an authorized academic representative must sign this section.

Course Number	Semester/Term/Year	Course Number	Semester/Term/Year
Example: MS 181	Fall, Term 1, 2011		
Advisor/Registrar Signature		Date	

Appeals are processed in a timely manner as they are received in the Financial Aid Office. Appeals submitted without the proper documentation will be returned to you. You may need to make alternative payment arrangements with the Business Office during this process. You will receive notification at your Chancellor University email address once the appeal process is complete.

Submit completed appeal form and supporting documentation to:

Chancellor University
Office of Financial Aid
6000 Lombardo Center
Genesis Building, Suite 200
Seven Hills, Ohio 44131
Fax (216) 274-6368

STUDENT SIGNATURE	DATE
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FOR OFFICE USE ONLY			
Received by	Date	Approved	Denied
Comments			