The Office of Student Financial Services has established an appeal process for students whose aid has been suspended due to the failure to meet Satisfactory Academic Progress requirements. Students who feel they have an extenuating circumstance have a right to an appeal. Reasons for a review of your record may include medical issues, death in the family, or other family crisis. This form is to be submitted if you are appealing for the first time, have appealed and was approved but failed, withdrew or received an incomplete in the approved term, or received a Term of Warning in the previous term. You must submit a letter of appeal, you must attach a copy of your degree audit/education plan signed by an academic advisor with approved classes only in your major counting toward graduation, and supporting documentation matching the reason you state in your letter. Please note our SAP policy when it comes to incompletes, withdrawals, D, and F’s on our website polk.edu Admissions & Aid, Financial Aid, Satisfactory Academic Progress. You must submit an appeal each term until you meet SAP on your own.

Section A: (Please print)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>ID</th>
</tr>
</thead>
</table>

(Present Mailing Address) Street
City
State
Zip Code

Home Phone
Cell Phone

I certify that all the information submitted is accurate and complete:

Student Signature

Date

OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIPS SECTION

TERM GPA: ________ TERM HOURS ATTEMPTED: ________ TERM HOURS EARNED: ________ PRG HRS: ________

FA GPA: ________ % ATT HOURS: ________ % ATT HRS COMPLETED: ________ % OF 150 RULE: ________

HOURS REMAINING TO GRADUATE: ________

Decision: ________ Approved/Denied

Date Received: __________________ Date EMAIL sent to student: __________________ DATE NOTED FILE: __________

Reason for denial: _______________________________________________________________________________________

Staff Initials: ______________________________________ Date: __________________

Office of Student Financial Services
999 Avenue H, N.E.
Winter Haven, FL 33881-4299
Phone: 863-297-1004
Fax: 863-298-6850
Email: financialaid@polk.edu

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services, and activities.