

Kutztown University's Financial Aid Progress Appeal Policy

Notification of Status

Financial Aid Services will notify students when they are not meeting the Financial Aid Progress (FAP) requirements and have been placed on Financial Aid Warning or Financial Aid Suspension. However, it is the student's responsibility to know their academic progress status, academic plan, and how it affects financial aid eligibility.

Appeals Procedures:

Students failing to meet the minimum Financial Aid Progress requirements with extenuating circumstances may appeal a Financial Aid Suspension and must submit an **appeal form, a typed letter and supporting documentation** to the Financial Aid Appeals Committee. In most circumstances, only one appeal may be granted during the student's academic career at the University. Examples of extenuating circumstances include but are not limited to:

☐ Documented medical condition or serious illness ☐ Documented learning disability ☐ Death of a family member ☐ Involuntary call to active military duty ☐ Documented change in conditions of employment ☐ Other extraordinary/emergency circumstances, such as natural disasters.

A student must submit supporting documentation as part of the appeal process. Appeals will be incomplete if documentation is not included in the original submission. **Incomplete appeals will not be reviewed.** Examples of supporting documentation include but are not limited to:

Physician's letter and hospital records (must include dates of illness and recovery time) ☐ Death certificate, obituary, funeral program ☐ Court or police documents ☐ Letters from third party professional counselors on his/her letterhead.

The last day to submit a financial aid appeal is the first day of the semester for which the student is appealing.

Regardless of extenuating circumstances, the appeals committee has a right to deny an appeal based on a pattern of poor academic performance and/or withdrawals.

The appeals committee will deny eligibility/reinstatement if the committee determines that a student has submitted forged or altered documents.

Regaining Financial Aid Eligibility

If your appeal is approved, you will be placed on an academic plan for one semester and your progress will be reviewed at the end of the appeal semester. You may only continue to receive aid if you meet the requirements of your academic plan and/or the Financial Aid Progress Policy.

Students who do not meet all Financial Aid progress requirements or fail to meet the

requirements set forth in the academic plan will go back to suspension and will lose their federal financial aid for future semester of enrollment until the student meets the Financial Aid progress requirements.

If your appeal is denied

If your appeal is denied, you will need to use alternative financial resources to pay for your education at Kutztown University until you regain Financial Aid Progress.

IF YOU REGISTER FOR CLASSES BEFORE A DECISION IS MADE ON YOUR APPEAL REQUEST, YOU WILL BE RESPONSIBLE FOR ALL CHARGES.