REQUEST FOR FINANCIAL AID APPEAL FORM

Federal and State regulations mandate that students must meet the minimum Satisfactory Academic Progress requirements to be eligible to receive financial aid. The Satisfactory Academic Progress policy can be found on the Columbus State University website at: http://finaid.columbusstate.edu/finaid_policies.php **"What is Satisfactory Academic Progress?".**
Students wishing to appeal their ineligibility for financial aid must complete the Request for Financial Aid Appeal Form, attach required documents, and return it to the Columbus State University Office of Financial Aid**. DO NOT submit the appeal to the Office of Financial Aid for review until all four sections of the form are completed, including your signature and all required documents are attached**. **Incomplete appeals will not be reviewed.** Completed appeals are normally reviewed every two weeks by the Financial Aid Appeals Committee. You will be notified of the appeal decision by mail and can review your status through your CougarNet account.

1. Student Information

_____ _____ _____
Student's Full Name CSU ID # Phone #

_____
Student's Mailing Address

_____
Expected Graduation Date

2. Statement of Appeal

Please indicate the problem that occurred, the nature of the problem, the dates of occurrence and how your studies were affected. You should be sure that the circumstances you are providing directly relate to periods of enrollment in which your academic performance was affected.

Explanation:

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Attach additional page(s) if needed

 CSU ID # _____

3. Documentation - Attach all date specific documentation supporting your appeal to this form

Check appropriate box pertaining to required documents which are to be attached:

If Reason was:		**Required Documentation:**
☐ Serious injury, illness or mental health condition involving student or immediate family member	→	Statement from physician or mental health professional on letterhead reflecting date(s) of occurrence/treatment
☐ Death of immediate family member	→	Copy of death certificate, obituary, or physician's statement
☐ Other circumstances beyond the student's control	→	Date specific documentation that supports the situation

Include name and CSU ID # on all attached documentation

4. Achieving Satisfactory Academic Progress - Explain the steps that you have taken or will take toward achieving Satisfactory Academic Progress. What has changed that will allow you to demonstrate Satisfactory Academic Progress at the end of your next term of attendance?

Explanation:

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Attach additional page(s) if needed

Student's Signature: _____**Date:** _____

Please return this form and all required documents to Columbus State University, Office of Financial Aid, 4225 University Avenue, Columbus, GA 31907. Fax number (706) 568-2230.