NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
Financial Aid Office – Greenwoods Hall
Park Place East, Winsted, CT 06098
(860) 738 – 6461

SATISFACTORY ACADEMIC PROGRESS (Financial Aid) APPEAL REQUEST FORM

Name_________________________________________ Student ID__________________________

Address__________________________________________________________

No.                      Street                      City                State        Zip

Telephone_________________________ Last semester attended____________________________

E-Mail_____________________________ Graduation Date (month, year)______________________

Use this form to appeal your suspension of student financial aid eligibility only if you have “just cause” for not being able to meet the minimum standards for satisfactory academic progress. Besides completing this form and providing written information, attach supporting documentation. The appeal date is Friday, June 07, 2019 provided that you submit this form with all documentation no later than Wednesday, June 05, 2019. Late or incomplete appeal requests will not be accepted.

Complete the back of this form to describe the extenuating and unusual circumstances beyond your control that contributed to your failing to meet the minimum standard(s) for satisfactory academic progress. It is those circumstances which now jeopardize your continued eligibility for financial aid. Appeals that are given consideration for extenuating circumstances would typically involve:

- Documented extended illness or hospitalization of student
- An accident that incapacitated the student for an extended period of time
- Death or illness of an immediate family member resulting in greater family responsibilities assumed by the student. Provide documentation including statements of other family members

Please be certain that you attach third party documentation which substantiates the reasons for your academic difficulties. Please write neatly and legibly, and attach copies of statements from attending physicians, therapists other health professionals, members of the clergy, high school guidance personnel and/or family. Appeals will not be heard if documentation is not submitted.

CHECK LIST

___ My 2019-2020 FAFSA is complete ___ My signed statement is attached

___ Documentation is attached

I affirm that all information submitted in connect with my appeal is whole, true, and correct. I certify that this request has been prepared by me. I understand the special instructions which I must follow to have my appeal request accepted.

_________________________________________   _________________________
Signature                                                                           Date

SEE FURTHER INSTRUCTIONS ON THE BACK OF THIS FORM
• Explain the reason(s) for your academic difficulty in not being able to meet the academic progress requirements to retain financial aid eligibility. Write neatly and legibly. Note that your desire to maintain eligibility for financial aid is not the basis for an appeal.

• Substantiate the extenuating circumstances by providing third party documentation; and/or sworn statements from disinterested parties.

• Attach a detailed explanation of your personal plans or what has already changed that will allow you to make satisfactory academic progress. Explain how you will avoid any reoccurrences of the reasons for your academic difficulties. Identify the benchmarks you have established to keep yourself on track.

• If you have not attended NCCC within the past two years, explain the steps you have taken to prepare yourself in meeting the academic progress standards. Have you attended another school and completed additional coursework?

• ATTACH YOUR STATEMENT TO THIS REQUEST FORM