2021-2022 FINANCIAL AID CONTINUATION OF FUNDING (MAX) APPEAL

♦ Federal and state financial aid is intended to assist students in making successful progress toward completing an eligible degree, diploma or certificate. Therefore, the STUDENT bears the responsibility of demonstrating progress toward that goal. Determination of Satisfactory Academic Progress (SAP) is based on **cumulative attempted hours** and takes into account the student's <u>full</u> WNCC academic record <u>regardless of whether the student received financial aid funds during previous periods of enrollment</u>. The Financial Aid Office is also required to look at all previous periods of enrollment, including dual credit classes taken while in high school no matter how long ago the student was enrolled. Official transcripts from all previous institutions attended must be submitted to the WNCC Registrar prior to disbursement of Federal aid to determine credits for the maximum timeframe calculation. Satisfactory progress is evaluated at the end of every semester.

In compliance with federal financial aid regulations and WNCC policies, a student is ineligible to receive federal financial aid, including student loans, if he/she meets any one of the following conditions:

- **SUSPENSION:** Failed to successfully complete at least 70% of overall credit hours attempted and/or failed to achieve a minimum 2.0 cumulative grade point average (GPA).
- MAX: Attempted more than 150% of the credit hours required for completion of chosen degree program, INCLUDING TRANSFER HOURS.

A student who experienced extenuating circumstances that created the suspension (usually something beyond the student's control) may petition for reinstatement of eligibility by completing the procedure outlined below. There is a limit of appeals allowed; further appeals will be accepted at the discretion of the Appeal Committee and only if the criteria established in the academic plan and the agreement conditions are met.

Appeals should be submitted as soon as possible following notification of suspension, but NO LATER THAN MIDTERM OF THE SEMESTER FOR WHICH THE STUDENT IS REQUESTING AID.

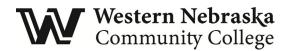
APPEAL PROCEDURE:

- ✓ Complete *ALL* required information on the appeal form.
- ✓ Complete Step Two of appeal in detail (you may attach a typed sheet as long as all points are addressed).
- ✓ Attach documentation to support your circumstances. This documentation must be retained in your financial aid file, so please do not submit originals.
- ✓ Students must meet with an advisor to develop a plan for the remainder of your degree program. Be sure to have this appeal form filled out before your meeting. Have your academic advisor complete the appropriate section on the appeal form or submit a separate typed statement.
- ✓ Provide a copy of a current degree audit, which is obtained from the WNCC Registrar's Office (by appointment only by calling 308.635.6013 or registrar@wncc.edu).
- ✓ Once your appeal is complete and all documentation collected, submit it to the Financial Aid Office. The Appeal Committee will review your appeal along with your academic and financial aid records to make a decision. <u>Allow</u> 30 days for review.
- ✓ You will be notified by WNCC email once a decision is made. If your appeal is approved, you will be required to sign an agreement indicating you understand and will comply with the conditions of your approval.
- ✓ If your appeal is denied and you disagree with the decision of the Appeal Committee, you have the right to reappeal to the Financial Aid Director.

Submit appeal application and all supporting material to:

WNCC Financial Aid Office • 1601 E. 27th Street • Scottsbluff, NE 69361 (308) 635-6011 • fax (308) 635-6732

Secure filedrop https://docsafe.wncc.edu/filedrop/FINAID



2021-2022 FINANCIAL AID CONTINUATION OF FUNDING (MAX) APPEAL

Step On	<u>ne</u> : General information	
Name:		WNCC Student ID:
Mailing A	Address	_City, ST, Zip:
OOB or Last 4 SSN digits:		Phone Number:
Semester	for which you are requesting reinstatement:	☐ Fall 2021 ☐ Spring 2022 ☐ Summer 2022
Major Program of Study:		Expected Graduation Date:
Have you	previously filed a Financial Aid MAX or Sus	pension Appeal?
Gi con suf and sch exj ap if i	fficient. Explain WHY you have exceeded 150% of the discrete discr	ed more hours to complete your degree program is not the credit hours needed to complete your program of study already have a degree, explain why you are returning to all and difficult to share, the Committee requires don the merit of your claims for appeal. Your appeal specific, provide clear detail and supporting documentation appearate sheet as long as each item is addressed and it is cademic performance? Include explanations for receiving A below 2.0 if unsuccessfully attempted hours contributed explain any circumstances that may have contributed to

Step Three: Degree audit Schedule an appointment with the Registrar for a degree audit to determine how many hours you have left to complete your chosen degree. Attach a copy of your degree audit to your appeal and have the Registrar complete and initial the info below. REGISTRAR: How many hours does the student need (INCLUDING CURRENT SEMESTER) to complete his/her program of study?

How many hours does the student need (INCLUDING CURRENT SEMESTER) to complete his/her program of study? How many attempted hours apply to the student's degree? What is the student's projected graduation date? Are there any special requirements/stipulations to this student's degree audit? If so, please explain. Registrar's initials: Date: Step Four: Meet with your advisor Please use your degree audit to discuss your enrollment plans with your academic advisor. You must develop clear goals for your education outlining what courses you need to complete your program of study and your time frame for completion. Appeals without an advisor's statement and degree audit will not be considered. The advisor's statement may be written below or attached as a separate document. Advisors may also submit statements directly to the Financial Aid office or via email at financialaid@wncc.edu.

	_
<u>Advisor</u> : Please detail why the student <u>should or should not</u> have educational goals can be successfully achieved by the student? We completion? Has the student overcome obstacles he/she may have understanding of a clear plan for the future? Is the student taking his/her ability and taking advantage of tutoring and labs available.	That is the timeframe for the student's re previously faced? Does the student have an the appropriate type/number of classes for
Advisor's signature:	Date:
Advisor's printed name:	
Five: Student certification and signature I certify that all information in this appeal is true and accurate.	
Student's signature:	Date

Step Six: Submit

Step :

Submit your appeal including your personal statement, documentation, advisor's statement and degree audit to the Financial Aid Office BEFORE MID-TERM OF THE SEMESTER FOR WHICH YOU ARE REQUESTING AID.

Please allow 30 days for review and notification. If your appeal is approved, you will be required to meet with a Financial Aid Officer to sign an agreement and discuss what needs to be done to ensure continuation of your aid and achievement of satisfactory progress in the future.

Electronic signatures are not accepted