

How to Complete Your Financial Aid Appeal

Students whose Federal Financial Aid eligibility has been suspended due to lack of satisfactory academic progress have the right to appeal. It is the student's responsibility to submit an appeal in writing and to provide the supporting documentation.

1. To file an appeal, follow the suggestions below:

- Make sure your name and student ID number are on all documents.
- Carefully review the Explanation of Circumstances and Documentation available at www.pima.edu/financialaid/forms.shtml
- Include a detailed personal statement explaining your extenuating circumstances for ALL unsuccessful semesters. Be sure to include in this statement an outline of how your circumstances have changed and your plans for making satisfactory academic progress in the future.
- Provide documentation to substantiate your statement. (Example: a Health Care provider letter, third-party statements, copies of legal documents, etc.)

Note that if it is appropriate for a healthcare provider to provide documentation in support of your appeal, the healthcare provider should utilize a College prepared form available at www.pima.edu/financialaid/forms.shtml

- You must include a Pima Graduation Check or Pima Educational Plan (PEP), signed by the advisor that you met with, to outline your future courses and academic plan.
- Remember that your entire academic history will be considered.
- Remember that appeals turned in without a detailed personal statement and supporting third-party documentation may not be considered.

2. Return your complete Financial Aid Appeal Packet to any Campus Financial Aid Office:

Financial Aid Offices:	Center for Training and Development	206-5100
	Community Campus	206-6585
	Desert Vista Campus	206-5030
	Downtown Campus	206-7264
	East Campus	206-7695
	Northwest Campus	206-2200
	West Campus	206-6878

Once your appeal is reviewed, you will receive notification on your MyPima of the committee's decision.

3. If you are not satisfied with the decision made, you have the right to appeal the decision to the Financial Aid Appeal Council.

- Your request for review of your appeal to the Council must be submitted in writing to the Executive Director of Financial Aid.
- You will be informed of the decision in writing within 5 days of the council's review.
- The Financial Aid Appeals Council decision is final.



Satisfactory Academic Progress Appeal Form

Full Name:	_____	Student ID:	_____
Telephone #:	_____	Pima Email:	_____
Address:	_____	Program of Study:	_____
	_____	Graduation Date:	_____

1. As part of my appeal, attached on a separate sheet of paper is my personal statement explaining in detail the circumstances that prevented me from making satisfactory academic progress. My statement addresses all of the following:
 - The nature and timing of the circumstances, including when the circumstances occurred, my academic progress prior to the circumstances, and, if applicable, how long the circumstances prevented me from attending school.
 - How the circumstances impacted my ability to make academic progress. If more than one semester was affected, I have addressed each semester.
 - What has changed about my circumstances and my plans for making satisfactory academic progress in the future.
2. As part of my appeal, attached is documentation from third-parties substantiating my personal statement.
3. I understand that I must include a Pima Educational Plan or Pima Educational Plan (PEP), signed by the advisor that assisted me in developing the plan.
4. I also understand that appeals turned in without a detailed personal statement and supporting documentation may not be considered.
5. I am submitting my complete appeal packet to one of the College's Financial Aid Offices to be reviewed. Once it has been reviewed, I can access my eligibility status on MyPima account.

Student Signature _____ Date _____