



How To Complete Your Time Frame 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. Make sure your appeal is complete by:

- Including your name and student ID number on all documents.
- Including a statement explaining your extenuating circumstance(s) for ALL unsuccessful semesters, as explained on the opposite side of this document.
- Providing documentation to substantiate your statement. (Examples: Health Care provider letter, third-party statements, copies of legal documents, etc.)
- Including a statement of how your situation has changed and your plan(s) for making satisfactory progress.
- You have reached maximum "time frame" for your program or degree, you must submit with your appeal a Pima Graduation Check signed by a counselor/advisor.

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 and decided 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.

