Financial Aid Suspension Appeal  
Spring 14

Submit by January 15, 2014

If documented mitigating circumstances prevented you from meeting the requirements of the UCA Financial Aid Satisfactory Academic Progress Policy, you may complete this form. The Director of Student Financial Aid and/or her designee will review the appeal form and the attached documentation. **You will be notified at your UCA e-mail** address when a decision has been reached or if additional information is required.

Apartment decisions are not guaranteed by the Fee Payment Deadline date. Therefore, students must pay out of pocket or make payment arrangements. If the appeal is approved, the student will be reimbursed once a decision has been made and financial aid is awarded, if eligible.

Please be advised that once a decision is made, you will be notified via e-mail. If the appeal is approved, **you will be required to come to the Financial Aid Office to visit with a counselor so that he/she may explain to you the terms of the approval.**

Name: ___________________________________________ UCA ID: ____________________________

Email address: ________________________________ Contact Number: ________________________________

1. **What type of degree or certificate are you working towards?**

   ___1st Undergraduate  ___2nd Undergraduate ___Teaching Certificate ___1st Graduate Degree ___2nd Graduate Degree

2. **Provide a brief typed statement** on a separate piece of paper that describes the mitigating circumstance, what has changed and your plan to successfully complete the requirements in the future. This document must be typed.

3. If you have attempted more than 90 credit hours, **please attach a degree audit/check sheet** indicating the remaining credit hour requirements for you to complete your degree.

4. **Circle the category** that best describes the mitigating circumstance(s), circumstances outside of your control.

<table>
<thead>
<tr>
<th>Death of a family member</th>
<th>Death of a friend</th>
<th>Marital separation or divorce</th>
<th>Employment issues</th>
<th>Financial issues</th>
<th>Medical Issues</th>
<th>Legal Issues</th>
</tr>
</thead>
</table>

5. **Attach a copy of your academic transcript:** NOTE: This may be an unofficial copy obtained through your myUCA account. If there is a HOLD on your academic record, please notify the Financial Aid Office when you submit your appeal.

6. **Attach secondary documentation** of the issue checked in item #4 above. Examples of documentation appear on the back of this appeal. Please note that a letter or statement from you does not constitute documentation. All documents submitted are the property of the Financial Aid Office and will not be returned to students.

7. **Ask your advisor/Department Chair** to review your academic record and provide an estimated graduation date. Please note that this is a good time to discuss your educational objectives, availability of tutors or other resources that might assist you.

Office of Student Financial Aid  
Harrin Hall Suite 200 | 201 Donaghey Avenue | Conway, AR 72035  
501-450-3140 | FAX 501-450-5159 | finaid@uca.edu | uca.edu/financialaid

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Signature of Student ___________________________ Date ___________________________
Financial Aid Committee Appeals:

If your appeal is denied by the UCA Student Financial Aid Office, you may submit an appeal to the Student Financial Aid Appeal Committee which is composed of faculty, staff and students outside of the UCA Student Financial Aid Office. The appeal to the Student Financial Aid Committee is a separate document and is available in the UCA Student Financial Aid Office.

Examples of secondary documentation for mitigating circumstances include but are not limited to the following:

- Death of a close family member or friend
  - Obituary, copy of death certificate, newspaper notice, etc.
- Marital separation/divorce
  - Copy of divorce decree or separation agreement, statement from an attorney, counselor, minister, etc.
- Medical Health issues
  - Copies of prescriptions, doctor bills or statements from a medical professional, etc.
- Automobile accidents
  - Copy of police report, photos, witness statements, repair bills, etc.
- Financial issues
  - Copy of bills with past due balance, bankruptcy filings, copy of shutoff notices, etc.
- Legal matters
  - Letter from a lawyer, court documents, bail documents, police reports, etc.
- Employment issues
  - Letter from employer, copies of time sheets that correspond with the time of enrollment, copies of paystubs, etc.