Financial Aid Suspension Appeal  
Fall 2014  
Submit No later than August 28, 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. Appeal 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. Check the category(ies) that best describes the mitigating circumstance(s), circumstances.

<table>
<thead>
<tr>
<th>Mitigating Circumstance</th>
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<tr>
<td>Employment impacted ability to attend class, study or otherwise impacted academic performance</td>
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<tr>
<td>Medical issues impacted ability to attend class, study or otherwise impacted academic performance</td>
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<tr>
<td>Financial/Family responsibilities impacted ability to attend class, study or otherwise impacted academic performance</td>
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<tr>
<td>Legal matters impacted ability to attend class, study or otherwise impacted academic performance</td>
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<tr>
<td>Marital issues impacted ability to attend class, study or otherwise impacted academic performance</td>
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<tr>
<td>The death of a family member/close personal friend impacted ability to attend class, study or otherwise impacted academic performance</td>
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3. Provide a brief typed statement on a separate piece of paper that describes the mitigating circumstance, how it affected your ability to succeed, what has changed and your plan to successfully complete the requirements in the future. This document must be typed.

4. 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.

5. Attach secondary documentation of the issue(s) checked in item #2 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 original documents submitted are the property of the Financial Aid Office and will not be returned to students.

Signature of Student ________________________  Date ________________________

6. 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.
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:

- **Employment issues**
  - Letter from employer, copies of time sheets that correspond with the time of enrollment, copies of paystubs, etc.

- **Medical Health issues**
  - Copies of prescriptions, doctor bills or statements from a medical professional, etc.

- **Financial/Family Responsibilities**
  - Documentation that supports the issue whether it was financial, child care, transportation, etc.

- **Legal matters**
  - Letter from a lawyer, court documents, bail documents, police reports, etc.

- **Marital separation/divorce**
  - Copy of divorce decree or separation agreement, statement from an attorney, counselor, minister, etc.

- **Death of a close family member or friend**
  - Obituary, copy of death certificate, newspaper notice, etc.