

**TRI COUNTY TECHNICAL COLLEGE - FINANCIAL AID OFFICE**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL**  
**AND**  
**PROCEDURES AND INFORMATION**

The Financial Aid Appeals Committee meets three times a year. **Students may appeal their loss of financial aid status when they have documented extenuating circumstances such as personal injury or illness, death in the immediate family, or undue hardship.** The Financial Aid Review Committee shall review and validate the documentation attached to determine if the student has met the conditions for reinstatement, or if extenuating circumstances of the student should be taken into consideration for reinstatement.

Deadline for each semester is the 3<sup>rd</sup> Monday after the start of each semester's classes. Appeals can take 4-5 weeks to be reviewed.

**Students must be enrolled for the semester in which reinstatement is being requested.** Students are responsible for payments that become due to the College while an appeal is being considered.

**Students with Health Education majors must be offered a slot, paid deposit and be registered for clinical classes in the semester they are submitting an appeal.**

**The following procedures must be followed for an appeal to be considered. Incomplete appeal packets will be denied by the committee.**

**ALL of the following steps must be completed and attached or your appeal will be denied by the committee.**

**1. Advising Report and Degree Plan**

- **Advising Report:** Your academic advisor needs to give their written opinion of your ability and willingness to improve academic performance.
- **Degree Plan:** Completed with your academic advisor; showing the number of hours needed to complete your current degree you have declared as your primary program of study – must match system major. This degree plan is signed by both student and advisor. This degree plan must indicate: the student's major, number of required credit hours to attain the degree, number of credit hours completed toward the degree (taken at TCTC and/or transfer credit), and the courses and credit hours remaining for graduation.

**2. Letter of Explanation and Requirements (MUST BE TYPED)**

**Type your petition.** Handwritten petitions will not be reviewed. Provide a brief, factual summary of extenuating circumstances for specific terms of attendance in which you did not meet financial aid requirements. Explain what caused your loss of aid status. Explain what has changed and the changes you have put in place to help you succeed. If you changed your major explain why. Attach date specific documentation to support each circumstance. Note: Phone calls are not made by the committee to document circumstances. Submit all information and documentation at the same time; **incomplete petitions will be denied.**

**3. Documentation to Support Letter**

Documentation must be provided to substantiate each circumstance. **DO NOT SUBMIT AN APPEAL WITHOUT DOCUMENTATION.**

The following mitigating circumstances are examples of circumstances that may be considered:

- Personal illness, injury or accident - Requires a doctor's statement, hospital records, accident/police report
- Serious illness or death within immediate family (example - mother, father, spouse, sibling, child) – Requires a doctor's statement, hospital records or a death certificate/obituary notice
- Divorce or Separation – Requires divorce/separation documents or letter from attorney
- Undue hardship – Requires documents to show loss of job, home destroyed, or other catastrophe which prevented you from successfully completing your coursework.

The following are extenuating circumstances that **DO NOT** warrant an appeal:

- Being a single parent and working full time while attending school
- Changed your mind about current degree plan.
- Transportation problems.
- Did not like the instructor; had conflicts with the instructor; did not like the course.
- Death of anyone other than an immediate family member.
- Illness of anyone other than you or your immediate family.
- You were young and unaware of the importance of an education.

The Financial Aid Review Committee will review the student's letter of appeal, documentation, academic history, advisor opinion, and degree plan before making a final decision. When evaluating circumstances for an appeal, the committee will carefully review the documentation provided by the student to determine relevancy to the appeal on a case by case basis. Submit documentation that directly relates to the semester you entered the status of loss of financial aid. The committee will also consider whether the extenuating circumstances continue to pose a problem to the student in completing their studies. The student must explain how they have overcome past hardships that prevented them from being successful in their academic career.

**Notification to Student** – If the appeal is denied; the committee will notify the student by mail (address on the system) within a week after a decision is made. If the appeal is approved; the committee will notify the student via their eTC account.

**If Appeal is Denied** – To regain financial aid eligibility if appeal is denied, a student must pay the expenses related to an enrollment of at least half-time status (6 credit hours) for two semesters and they must earn at least a 2.5 GPA each semester; they cannot withdraw, drop or fail any class. If student meets these requirements they may have the opportunity for an additional last appeal. Students in loss of financial aid due to MTF cannot request an extension for the same program and/or hours that were previously approved.

## **IMPORTANT NOTICES**

- Students are allowed to appeal their loss of financial aid for Satisfactory Academic Progress (SAP) status twice during the entire period of enrollment at Tri County Technical College.
- Students are allowed to appeal their loss of financial aid for Maximum Timeframe (MTF) status twice during the entire period of enrollment at Tri County Technical College. Students in loss of financial aid due to MTF cannot request an extension for the same program and/or hours that were previously approved.
- Students approved for an appeal must meet the following requirements: They must adhere to prescribe stipulations established by the Financial Aid Review Committee (i.e., a designated number of classes, visiting the Counseling Center, no repeat classes, minimum GPA, etc) and complete 100% of the semesters coursework attempted each semester until they are back in good standing. Students approved for MTF must continue to meet SAP guidelines and/or stipulations set by the Committee.

Appeal Packets can be submitted directly to the financial aid office or mailed to Tri County Technical College, Attn: Financial Aid, P O Box 587, Pendleton SC 29670. **Note: Incomplete appeal packets will be denied by the committee.**

TRI COUNTY TECHNICAL COLLEGE - FINANCIAL AID OFFICE  
2011-2012  
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Please print the following information:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

TCTC Student ID #: T \_\_\_\_\_

Program Major: \_\_\_\_\_

Semester Appealing For: \_\_\_\_\_

**INSTRUCTIONS: All steps must be completed or appeal packet will be denied.**

- 1. **Letter: Type your appeal.** Handwritten appeals will not be reviewed. Provide a brief, factual summary of extenuating circumstances for specific terms of attendance in which you did not meet financial aid requirements. Explain what caused your loss of aid status. Explain what has changed and the changes you have put in place to help you succeed. If you changed your major explain why. Attach date specific documentation to support each circumstance. Note: Phone calls are not made by the committee to document circumstances.
- 2. **Advising Report and Degree Plan: Advising Report:** Your academic advisor needs to give their written opinion of your ability and willingness to improve academic performance. **Degree Plan:** Completed with your academic advisor; showing the number of hours needed to complete your current degree that you have declared as your primary program of study. This degree plan is signed by both student and advisor. This degree plan must indicate: number of credit hours in declared major, number of credit hours completed toward the degree, and the courses and credit hours remaining for graduation.
- 3. **Documentation:** Documentation must be provided to substantiate each circumstance. **DO NOT SUBMIT AN APPEAL WITHOUT DOCUMENTATION.**
- 4. **Appeal Packet:** Attach this appeal form to documentation and submit all information and documentation at the same time; incomplete appeals will be denied.

**THIS SECTION TO BE COMPLETED BY YOUR ACADEMIC ADVISOR**

**Degree Plan:**                      **Number of credit hours required to attain degree (major on system):** \_\_\_\_\_

**Subtract -- numbers of hours already completed for the degree:** \_\_\_\_\_

**Remaining number of approved credit hours needed to complete degree:** \_\_\_\_\_

Courses Needed	Credit Hours	Courses Needed	Credit Hours	Courses Needed	Credit Hours

**Advising Report and Comments: (ISIS advising/registration report along with comments may be attached.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Advisor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

I hereby certify that I have met with my program advisor. I understand submitting an appeal does not automatically guarantee approval. I understand appeals without supporting documentation will be denied. Finally, I understand that by signing below I understand my obligations and requirements, and that I am entering into a contract between the College and myself to complete the above named courses in my declared major/program and adhere to the stipulations set by the review committee if my appeal is approved.

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_