



Umpqua Community College  
 Financial Aid Office  
 PO Box 967  
 Roseburg, Oregon 97470  
 541.440.4602 | 541.440.4612 (FAX)  
 FinancialAid@umpqua.edu

## Financial Aid Appeal Form

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Message/Alternate Number \_\_\_\_\_

Email \_\_\_\_\_

Financial aid eligibility has been suspended for not meeting the minimum requirements of the [Satisfactory Academic Progress Policy](#). Complete this form and provide required documentation to appeal reinstatement of your eligibility. (Click hyperlink to read)

**Reason(s) Why Student Aid is Suspended (Check your Eligibility in Student Self Service):**

<b>*COVID-19 Related</b>	Earned a Prior Degree
Exceeded the Maximum Credit Limit	GPA below 2.0
Intent to Complete an Additional Degree or Certificate	Term of all F's or W's
Failure to Complete Requirements of Mandatory Plan	Term of all F's or W's (dual credit)
Failure to Complete 67% of Attempted Credits (off PACE)	

**Part 1: Required Documents**

- Complete this form and attach any applicable documentation regarding extenuating circumstances that prevented you from completing your program by maintaining a cumulative 2.0 GPA, and/or completion of at least 67% of all attempted credits.
- Supporting documentation from an outside source, such as accident reports, a copy of a death certificate or an obituary notice, or copies of medical reports is required. If illness was a factor, provide documentation from a physician indicating the onset, duration, and severity of the illness. A physician must also provide information whether the student is healthy enough to return to school. If this appeal is for a prior degree or intent for an additional degree or certificate, documentation regarding job opportunities, reasons current degree or certificate is not sufficient, and salary projections must be included. *A note or letter from a family member or friend is **not** sufficient documentation.*
- Complete a Student Educational Plan with an advisor indicating how you will complete a degree or certificate.

**Part 2: Required Explanation of Extenuating Circumstances**

Please provide a signed statement on a separate sheet of paper clearly addressing each requirement below. Ensure your statements are well thought-out and verifiable. ***Document extenuating circumstances***; they are defined as those where the student has no control, are significant and documentable, are unforeseeable, and had a direct impact on the student's ability to successfully complete the term. ***Personal choices, while they may be well intended, do not constitute extenuating circumstances for which the student has no control.***

- ✓ **\*COVID-19 allowable circumstances include, but not limited to, illness of you or a family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via online/remote education, inability to access Wi-Fi due to closed facilities**
- ✓ **Explain the choices which lead to this request.**
- ✓ **Provide a plan(s) for success in the future and note overall educational goal(s). If the plan includes transferring after leaving UCC, include the name of the school and their degree requirements.**
- ✓ **Explain what you will do to increase your success, documenting how the extenuating circumstance/s have been resolved (i.e. if due to illness provide a Doctor's note clearing your return to school), if your appeal is approved.**
- ✓ **Read and understand the Satisfactory Academic Progress Policy for financial aid students and know what is expected of students receiving financial aid.**



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**NOTE: Incomplete appeals will not be accepted. Supporting documentation MUST accompany this appeal or it will be considered incomplete. Appeals based on specific extenuating circumstances may only be used once.**

### What Happens Next

- You may continue to attend classes pending a decision. Submitting an appeal does not guarantee approval
- Please note: Students are 100% liable for any charges on their account
- Should your request be denied, you have the option of attending UCC at your own expense
- If you do attend and regain acceptable pace by completing sufficient credits and/or bringing your cumulative GPA up to a 2.0 you may submit a request to have your financial aid reinstated
- If your appeal is denied, you must drop courses by the published drop date for the term in order to avoid charges if you do not plan to attend, or make payment arrangements

### **Submission Checklist** (You must have **ALL** of the following before you submit your appeal to the Financial Aid Office)

Signed and dated financial Aid Appeal Form

A written statement explaining circumstances (extenuating or seeking additional degree or certificate)

\*COVID-19 circumstances (campus closure, ground-based instruction to distance learning, and/or other interruptions in instruction for Spring term 2020) No documentation is necessary

Signed Advising Student Educational Planner

Documentation to support other written circumstances, not COVID-19 related, is necessary

I acknowledge that I have read and understand the Satisfactory Academic Progress Policy for Financial Aid

Initials I understand I may only take the courses included on my student educational planner that are required for the degree / certificate that I am seeking.

### Student Certification

By signing below, I certify that the above information is true and correct. I also understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### OFFICE USE ONLY

Degree Max Credits \_\_\_\_\_

GPA \_\_\_\_\_

Pace % \_\_\_\_\_ of \_\_\_\_\_ = \_\_\_\_\_

Within Max Credits \_\_\_\_\_

Planner Requires \_\_\_\_\_ credits

Approved on \_\_\_\_\_

Signed \_\_\_\_\_

- \_\_\_\_\_ Attempted

= \_\_\_\_\_ Available

+ \_\_\_\_\_ Remedial

+ \_\_\_\_\_ Fall Through Credits

= \_\_\_\_\_ Available

Documentation in file \_\_\_\_\_

Additional info needed \_\_\_\_\_

Loan Debt \$ \_\_\_\_\_

Pell LEU \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_