

Financial Aid Suspension Appeal Form



Office of Financial Aid
1300 S Country Club Road - El Reno, OK 73036
405-422-6250 – Fax: 405-422-1463

First Name	Last Name	SSN	RCC Student ID
Mailing Address (include apt. #)	City	State	Zip Code
Primary Phone (include area code)	Alternate Phone (include area code)	RCC Student Email	Date of Birth

Please read the following items which explain the requirements and process for appealing your financial aid suspension status:

1. Read Redlands Community College Satisfactory Academic Progress (SAP) Policy for Title IV Federal Financial Aid Recipients, which can be found at the RCC Website (my.redlandsc.edu/financialaid).
2. Review your unofficial academic transcript.
3. After reviewing the RCC SAP policy and your transcript, if you feel you have experienced circumstances that justify an appeal, please continue.
4. Prepare your Petition:
 - Complete **BOTH SIDES** of this form.
 - In a **TYPED LETTER**, explain the extenuating circumstances that contributed to your failure to maintain satisfactory academic progress. Include the steps you have taken or will take, personally and academically, to prevent these circumstances from hindering your academic performance in the future. *Please do not say you need the money; this is already assumed.* Hand written appeals will not be considered.
 - Provide **SUPPORTING DOCUMENTATION** that will validate and support your reason(s) for unsuccessfully meeting the minimum academic standards for Title IV Federal financial aid recipients at RCC. Supporting documentation can be, but is not limited to, medical or other legal documents, letters from college staff or faculty, employers, counselors, attorneys or doctors, or other objective persons who have knowledge of your circumstances. *Please do not include letters from friends or family members.* **WITHOUT SUPPORTING DOCUMENTATION APPEALS WILL BE AUTOMATICALLY DENIED.**
5. Submit this form, typed letter and supporting documentation to the Financial Aid Office by the deadlines explained below.
 - Students wishing to receive a decision on their appeal before the end of the add/drop period must submit appeals with all appropriate documentation by the Friday before the semester begin date. Students will receive notification of the appeal decision no later than the end of the second week of the semester.
 - Late appeals will be reviewed as soon as possible, within a time frame suitable to the Appeals Committee, and in the order they are received. Students who submit late appeals will be liable for all charges if their appeal is denied.
6. Students will receive notification of the appeal decision as soon as possible by letter and by email through their RCC account. Please be sure the Registrar's Office has your current mailing address.

