



Financial Aid Office
13101 Jefferson Davis Highway
Chester, VA 23831
(804) 706-5236 (Chester)
(804) 594-1550 (Midlothian)

Administrative Appeal to the Satisfactory Academic Progress Policy for
Financial Aid Recipients
2010-2011 Aid Year

If you wish to appeal the loss of your eligibility, please complete this form and attach supporting documents. Appeals submitted without supporting documents will be rejected. Once this appeal form has been completed, please submit it to the above address with your supporting documentation.

Student's Name: Phone:

SS# EMPLID #

Please check the term you would like to utilize the appeal for: (Choose 1 term only):

- Fall 2010
Spring 2011
Summer 2011

ONE TERM ONLY

Reason for Appeal:

Students may appeal the loss of their financial aid eligibility if it was caused by unusual mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of a family member, or other unusual circumstances.* This appeal is based on the situation(s) checked below:

- Personal illness or illness of an immediate family member. (Please attach statement from a family physician attesting to the medical condition.)
Death of an immediate family member. Relationship:
(Please attach a copy of the obituary or death certificate.)
Other unusual mitigating circumstances.* (Please provide a written explanation and supporting documents - i.e. court records, police reports, letter from counselor or another unbiased third party, etc.)

*Note: Job conflicts, transportation problems, or childcare conflicts DO NOT constitute unusual mitigating circumstances and will not be considered.

