

## Louisiana State University Shreveport Financial Aid Appeal Form for 2008-2009

A Financial Aid Appeal is a request that asks the Scholarship and Financial Aid Committee to reinstate your ability to receive federal financial aid for the award year based on your specific circumstances. **In order to file a Financial Aid Appeal, you must submit a letter of appeal along with this signed form to the Financial Aid Office.** Your letter of appeal should be brief (approximately one page) but thorough. Before turning in your appeal you must do the following:

- Type your request for an appeal including an explanation of why you feel you should be granted an appeal including any circumstances that could explain your situation. Be sure to list any problems that occurred and give an explanation as to why this issue is no longer a problem.
- Attach copies of any supporting documentation (example: physician's statement). These documents will not be returned to you.
- If you are no longer eligible because you have attempted more than 193 credit hours, you must submit a statement or memo signed by your college advisor stating how many hours you need to graduate or complete your program.
- Sign your letter and type your student ID under your name.

Typically the Scholarship and Financial Aid Committee meets once a month. You should contact the Financial Aid Office to find out the deadline for submitting your appeal for the next scheduled meeting. You will be notified in writing of the committee's decision after the meeting. If you do not receive notification in the mail within seven days of the appeal meeting, it is your responsibility to check with the Financial Aid Office to find out the committee's decision.

If your appeal is approved, you will only receive federal financial aid for the academic year. At the end of the spring semester of your appeal, you must be meeting the Satisfactory Academic Progress requirements, or you will be required to submit another letter of appeal. If you have questions regarding this process, please contact the Financial Aid Office for assistance.

### **Please read the following statements and initial that you understand:**

\_\_\_\_\_ My appeal letter must be typed, signed and include my social security number and have this form attached or it will be returned to me without being considered.

\_\_\_\_\_ I will be notified in writing of the committee's decision; however it is my responsibility to check with the Financial Aid Office if I do not receive a written response within seven days of the appeal meeting.

\_\_\_\_\_ I understand that if my appeal is approved I will only receive federal financial aid for the approved academic year. At the end of the spring semester of my appeal, I must be meeting the Satisfactory Academic Progress requirements, or I must submit another letter of appeal.

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

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip