

Louisiana State University in Shreveport Financial Aid Appeal Form

A Financial Aid Appeal is a request that asks the Student Financial Aid and Scholarship Committee to reinstate your ability to receive federal financial aid 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 LSUS 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 continue receiving federal financial aid on this appeal until you fail a course (grade of NC, F and/or D), drop a course, or until you are no longer eligible to receive federal financial aid for a circumstance other than the reason your appeal was originally granted. 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 continue to receive federal financial aid on this appeal until I fail a course, drop a course or until I am no longer eligible to receive federal financial aid for a circumstance other than the reason my appeal was originally granted.

Student's Signature

LSUS Student ID

Date

Print Name

Address

City, State Zip