



REQUEST FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students are evaluated for compliance with the Satisfactory Academic Progress (SAP) policy for Financial Aid eligibility at the end of each academic year (Spring). Those students not meeting the SAP qualitative (2.33 cumulative GPA) and quantitative (66.7% completion rate) standards are no longer eligible for Title IV funds. A student can reestablish FSA eligibility only by (1) meeting SAP requirements in a following academic term, or (2) successfully appealing the disqualification and meeting SAP requirements by the end of the SAP probation.

Conditions under which a student may file an appeal and provide supporting documentation are:

1. The student suffered serious illness or injury preventing SAP compliance in the time period in which the deficits occurred.
2. The student suffered a loss due to death of an immediate family member in the time period in which the deficits occurred.
3. The student or the student's family suffered a loss in an area that has been officially designated a National Disaster Area.
4. Students with other significant extenuating circumstances beyond their control.

Students who do not meet any of these conditions must make up deficiencies that caused the suspension of Financial Aid eligibility. Students may not receive aid until they are once again in Satisfactory Academic Standing.

Documentation required for each of the above conditions must include:

1. A signed statement from the student indicating why the appeal should be approved, and
2. An Academic Plan that explains how and by what time period the student will make up the deficits, and
3. If the academic reinstatement is conditionally approved, any of the following that apply:
 - a. A certification from a medical doctor who has treated the student and can certify that the student's medical condition impaired the student's ability to successfully complete the coursework attempted. This medical documentation must be on the physician's letterhead and should coincide with the time period in which the deficits occurred.
 - b. Official verification of the family member's death and relationship to the student (preferably a death certificate or obituary).
 - c. A document certifying the student/parent(s) suffered a major loss in an area that has been designated a National Disaster Area.
 - d. Any other documentation (that is approved by the Financial Aid Director) to support the student's claim.

Appeal for Reinstatement of Financial Aid Eligibility Procedure

1. Set up an appointment to meet with the designated Financial Aid Administrator and discuss the appeals process, requirements, and options,
2. Obtain the FSA Disqualification Appeal form from the Financial Aid Office; document the issues that led to the disqualification, what steps you will take to overcome those issues,
3. Obtain and attach appropriate documentation that substantiates the condition(s) under which you are appealing.

How does the Appeal for Reinstatement of Financial Aid Eligibility process work?

1. Only complete appeals are reviewed.
2. A Financial Aid Administrator, along with the guidance of the Southwestern Financial Aid Appeals Committee will review the appeal with particular consideration given to the nature of the appeal together with program regulations to determine approval status.
3. If the appeal is denied by the Financial Aid Appeals Committee, the student will be issued a written decision within 10 business days after a decision is made.

Students are responsible for paying any tuition, fees, and other charges that may be due while an appeal is in progress. Students may use the Installment Payment Plan through the Student Accounting Office while the appeal is under consideration.

Students who are not eligible to file an appeal or choose not to file will regain eligibility for financial aid consideration when they restore full Satisfactory Academic Progress.



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Completed

Approved

Notification Sent

FINANCIAL AID APPEAL FORM**STUDENT INFORMATION**

Last	First	Student ID#
Home Phone Number	Cell Number	Email Address
Street Address , Apt#	City, State	Zip

Term that you are petitioning for Financial Aid reinstatement: ☐ Fall Year: _____ ☐ Spring Year: _____

By signing below, I confirm that I have submitted this appeal and supporting documentation because I meet one or more of the approved conditions for appeal. I am submitting this appeal in compliance with the Satisfactory Academic Progress Appeal deadline of no later than one month after term begins. I understand that all appeal decisions are issued in writing by email.

I understand that I am responsible for any outstanding charges on my Student Account which must be paid whether or not I am filing an appeal.

Student Signature: _____ Date: _____

REQUIRED STEP I: Please indicate the mitigating circumstances that have contributed to your inability to maintain SAP by checking the category that applies to you. You must also follow the instructions for the category. The appeal and documentation must be submitted as a complete package. *Incomplete appeals will be denied.*

☐ **Serious illness, accident or injury, to student or immediate family member (parent, spouse, sibling, child).** Submit a detailed written statement of the circumstances. Attach supporting documentation, i.e. physician's statement, police report or other documentation from a third party professional, hospital billing statement, etc.

☐ **Death of an immediate family member (parent, spouse, sibling, child).** Submit a detailed written statement. Include the name of the deceased and relationship to you, and submit a copy of the obituary and/or death certificate.

☐ **Divorce experienced by you or your parent.** Submit a detailed written statement of the circumstances. Attach an attorney's letter on the law firm's letterhead or copy of divorce decree.

☐ **Significant trauma in student's life that impaired the student's emotional and/or physical health.** Submit a detailed written statement regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party, i.e. physician, social worker, counselor, police, attorney, etc.

☐ **Other significant, unexpected, and documented circumstances beyond the control of the student.** Submit a detailed written statement of the nature of the extenuating circumstances, including dates. Attach supporting documentation from a third party, i.e. physician, social worker, counselor, police, attorney, etc.

REQUIRED STEP II: Please provide the following information as part of your appeal.

Submit a detailed written statement indicating what has changed in your situation that would allow you to demonstrate satisfactory academic progress at the next evaluation. Include a detailed plan of action you are taking to ensure you will meet SAP standards.



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PROPOSED ACADEMIC PLAN

Student Name: _____

Last Name

First MI

The above student is no longer eligible for financial aid consideration due to non-compliance with the Satisfactory Academic Progress (SAP) Policy for Financial Aid eligibility. It is noted that Southwestern's Financial Aid SAP policy is separate from the Academic Plan entered into with the Student Services Office due to specific requirements set forth in the Higher Education Act of 1965, as amended, Federal Regulations found in §§ 668, 690, and applicable DCL GEN 96-10, 96-18, et al, guidelines.

As a part of the financial aid appeal process, students are required to develop an academic plan which must be followed each semester. If after one (or two if an approved Academic plan was submitted by the Student Services Office for this particular student) term the SAP requirements are not restored to full active status, Financial Aid eligibility will be lost.

ACADEMIC PLAN

Semester: FALL Year : _____

Semester: Spring Year: _____

Course	Credit
1	
2	
3	
4	
5	
Total Units	

Course	Credit
1	
2	
3	
4	
5	
Total Units	

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Cumulative GPA at Appeal: _____

Attempted Hours _____ + Transfer Hours _____ = Total Attempted Hours _____

PACE = _____ / _____ = _____ % ☐ Yes ☐ No Acceptable Pace
Total Earned Hours / Total Attempted Hours = PACE

Pursuant to the guidelines set forth in Southwestern Law School *Student Handbook*. I have carefully and thoroughly reviewed your record and considered the information provided in your petition. Based upon my review of the circumstances surrounding your recent academic performance, your Financial Aid Eligibility has been:

☐ CONDITIONALLY REINSTATED under the terms stated in the attached Letter of Reinstatement.

☐ DENIED based on the conditions noted on the attached Letter of Financial Aid Disqualification.

Financial Aid Director

Date