

# Alvin Community College

## Financial Aid Appeal Instructions

### ACC Appeal Process:

1. Complete the Financial Aid Appeal Form.
2. Type your answers to the Required Appeal Questions on a separate document, and attach supporting documentation for your answers.
3. Submit the Financial Aid Appeal Form, typed answers to the Required Questions, and supporting documentation to the ACC Financial Aid Office email: [FA@alvincollege.edu](mailto:FA@alvincollege.edu) (pictures of the forms and documents are accepted).
4. The Financial Aid Office will contact your ACC Pathways Advisor to complete an Advising Program Assessment. The results of the assessment will be sent to your ACC email address and the Financial Aid Office.\*\*\*

**\*\*\*An Advising Assessment is not required for students accepted into selective admissions programs.** Selective admissions programs include: Diagnostic Cardiovascular Sonography, Emergency Medical Technology (technician and paramedic), Health Information Management, Neurodiagnostic Technology, Nursing (ADN, LVN, and LVN-ADN Transition), Polysomnography, Respiratory Care, and Basic Law Enforcement Academy.

5. The ACC Financial Aid Office will review your appeal, supporting documentation, and Advising Program Assessment. Appeal decisions may take up to three weeks. Appeal decisions are sent via email. We recommend that students consider setting up a payment plan with the ACC Business Office if ample time is not allowed for your appeal to be reviewed.
6. Approved students will receive an Academic Plan via email. The Academic Plan must be adhered to by the student in order to maintain financial aid eligibility. Failure to adhere to the Academic Plan will result in the student forfeiting his/her financial aid eligibility. **Financial aid cannot be disbursed until a complete and signed Academic Plan is on file with the ACC Financial Aid Office.**

# Alvin Community College Financial Aid Appeal Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ACC ID \_\_\_\_\_

ACC Program \_\_\_\_\_

Which semester are you appealing to receive aid (semester/year)? \_\_\_\_\_

I have read the standards of Federal Satisfactory Progress and I understand that I am no longer eligible for financial aid because (please check all that apply):

- My ACC cumulative grade point average is less than 2.0.
- I did not complete 67% of the hours I have attempted.
- I have attempted more than 150% of the semester hours required by degree or certificate.

**Required Appeal Questions** (Please type your responses on a separate document)

Federal Financial Aid Regulations allow students to appeal who have experienced documentable circumstances.

**Documentation to support your answers is required.**

1. Describe the circumstances which kept you from making Satisfactory Academic Progress.
2. How have your circumstances changed?
3. Describe how the changes you have made will allow you to demonstrate Satisfactory Academic Progress in the future.

**My appeal will be reviewed by the ACC Financial Aid Office, and I will be notified via email of the decision.**

**The decision of ACC Financial Aid Office is FINAL.**

\_\_\_\_\_  
Student Signature  
(Typed signatures cannot be accepted)

\_\_\_\_\_  
Date