

FINANCIAL AID APPEAL for DEFICIENT GPA and/or PERCENTAGE OF COMPLETION

Print your name and address INSIDE this box. Do not go outside the box!!
Name: _____
Address: _____
City, State, Zip: _____

You have been placed on financial aid suspension due to not meeting the minimum standards of satisfactory academic progress for financial aid. You may re-establish financial aid eligibility by successfully appealing your suspension based on special, unusual or extenuating circumstances that caused you undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by Normandale.

To appeal, you must:

- **write a letter explaining the special, unusual or extenuating circumstances that caused you undue hardship and thus affected your progress; and**
- **in your letter describe your plans to correct the deficiency, and**
- **it is strongly suggested that you include supporting documentation beyond the written explanation, such as medical documentation, death certificate/funeral announcements, police reports, etc..**

Your written letter must be specific and complete in stating why you are appealing, what you feel should be considered in evaluating your appeal and your plan for improvement.

I understand that it is my responsibility to provide any and all supportive documents and information necessary to substantiate this request. I further understand that if my Appeal is conditionally approved, I must meet the conditions as stated or I will not be eligible for further financial aid until I meet the minimum cumulative satisfactory academic progress standards.

RETURN ALL COPIES – DO NOT DETACH

ALL DECISIONS ARE FINAL.

Your Signature	Social Security No.	Tech ID
Phone Number		Date

DO NOT WRITE BELOW THIS LINE!!

Financial Aid Office Use Only

Date Appeal Considered:

Action Taken:

- Petition Conditionally Approved for _____ term. Due to your deficient GPA, you **must earn a minimum 2.50 GPA during this term and each subsequent term** until you meet the cumulative standard or your aid will be re-suspended.
- Petition Conditionally Approved for _____ term. Due to your deficient % of completion, you **must complete 100% of classes registered for this term and each subsequent term** until you meet the cumulative standard or your aid will be re-suspended (grades of W, F, NC or I are NOT completed classes).
- Petition Conditionally Approved for _____ term. Due to both your deficient GPA and % of completion, you **must earn a minimum 2.50 GPA during this term and each subsequent term AND complete 100% of classes registered for this term and each subsequent term** until you meet both cumulative standards or your aid will be re-suspended (grades of W, F, NC and I are NOT completed classes).
- Petition Denied. You are not eligible for any further aid.
- No Decision. Additional information needed. See comments below.
- You still need to apply for financial aid for the ____ 2008-09 ____ 2009-10 school year.

Comments:

Associate Dean's Signature (or Dean's designee)