



Gloucester County College

Office of Financial Aid

2008/2009 Satisfactory Academic Progress Appeal Form

Student's Information:

Name _____ ID# _____ DOB _____

Address _____ City _____ Zip Code _____

Phone Number _____ E-mail _____

Instructions:

1. Review the Gloucester County College Satisfactory Academic Policy. A copy of the policy is available on the Gloucester County College website and also available in the Office of Financial Aid located in the Student Services Building.
2. Write a detailed letter emphasizing the reasons of your appeal. Please type or print your letter so it is legible.
3. Attach all relevant documentation supporting the reason (s) for your appeal.
4. Return this form, your letter, and supporting documentation to the Office of Financial Aid. Verbal appeals are not accepted by the Student Financial Aid Committee. The appeal may be returned in person to the Office of Financial Aid located in the Student Services Building, or mailed to:

**Gloucester County College
Office of Financial Aid
1400 Tanyard Rd
Sewell NJ 08080**

Appeals will be reviewed by the Student Financial Aid Committee in the order in which they were received. **The Committee will only review one appeal per student per circumstance.** Verbal appeals are not accepted by the Student Financial Aid Committee. The appeal process **may take up to thirty (30) days to be reviewed.** The Student Financial Aid Committee will notify students in writing of their decision. **The Student will not be informed of the appeal decision over the telephone.** The Committee reserves the right to advise students as to their course loads, minimum grade requirements and the possible need for counseling and/or academic advisement. Students that choose to enroll while they are not making progress, waiting for the outcome of an appeal, or have an appeal denied are responsible for all charges on their account. The student will be held accountable for those charges if the courses are not dropped prior to the established deadlines published in the student handbook.

By signing below, you the student acknowledge that you have read and understand the terms of the Gloucester County College Satisfactory Academic Policy, and have reviewed and understand all of the information stated above. Your signature also indicates that all of the information supplied on this form, your appeal, and all supporting documentation submitted is true and accurate to the best of your knowledge.

Student's Signature: _____ Date: _____