

3825 Ridgewood Road  
Jackson, Mississippi 39211  
Phone: 601-432-6997 or 800-327-2798

## Appeal Form



A description of the appeal process and complete instructions for completing this form are listed on the back. Submit this form via mail to the address listed above, via email to [sfa@mississippi.edu](mailto:sfa@mississippi.edu), or via fax to (601) 432-6527.

### **Part 1 – Student Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_  
(P.O. Box/Street) (City) (State) (Zip)

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

### **Part 2 – Reason for Appeal**

Term (Fall/Winter/Spring) and year for which appeal is requested: \_\_\_\_\_

Why were you deemed ineligible?

Break in Enrollment  Less than Full-time Enrollment

Reason for Appeal (choose one):

1. Significant Personal Event:

1a. Medical Problem/Serious Illness      1b. Accident/Injury      1c. Family Problem      1d. Military Service

2. Nearing Degree Completion

3. Internship

Applicable date(s) of significant personal event/internship (be as specific as possible): \_\_\_\_\_

Why should the Office make an exception to the eligibility requirement? Clearly explain the mitigating circumstance(s) that prevented you from enrolling or earning less than 15 hours.

Explain what has changed about those mitigating circumstances that will now allow you to meet the eligibility requirements moving forward.

### **Part 3 – Supporting Documentation**

Submit the appropriate supporting documentation as described on the back of this form. Appeals submitted without the appropriate documentation will be denied.

### **Part 4 – Student Certification and Signatures**

*I certify that the information I have provided is true and complete to the best of my knowledge. I have read the excerpts from the General Administration Rules and Regulations on the back of this form and accept the appeal process and policies. I understand that submission of an appeal does not guarantee approval and that my financial aid may not be reinstated for the term in question.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **The Appeal Process:**

- Student submits a Mississippi Office of Student Financial Aid Appeal Form which addresses the reason why the student was deemed ineligible and the reason why the Office should consider making an exception to the eligibility requirement.
- The Appeal Form should be accompanied by appropriate supporting documentation.
- Only one appeal will be considered per personal event. Any additional appeals must demonstrate a new mitigating circumstance beyond the student's control.
- The Appeal Form and supporting documentation should be mailed to the Mississippi Office of Student Financial Aid, 3825 Ridgewood Road, Jackson, MS 39211; faxed to 601-432-6527; or emailed to [sfa@mississippi.edu](mailto:sfa@mississippi.edu).
- The Appeal Form along with supporting documentation is reviewed by a Program Administrator to ensure that the issue may be considered for appeal.
- The Program Administrator presents the Appeal Form, supporting documentation, and any other necessary documentation/data related to the student's file to the Appeals Committee.
- The Appeals Committee reviews information. The Committee may request additional information from the student and/or other parties.
- The Appeals Committee issues a decision. The Committee's decision is final. The Director of Student Financial Aid is not authorized to overturn the decision of the Appeals Committee.
- The decision is delivered in writing to the student and a copy is kept for the student's file.
- There is no deadline for appeals. Appeals are received and considered year-round.

## **Part 1 – Student Information**

The student should provide all requested identifying information. The PIN# can be found on all personal correspondence from the Mississippi Office of Student Financial Aid (Office).

## **Part 2 – Reason for Appeal**

A student who applies for state financial aid and is determined to be ineligible due to full-time enrollment status or continuous full-time enrollment status may appeal to the Office in writing. (Note: This form should not be used to appeal determinations of ineligibility due to Satisfactory Academic Process. For cancellations due to SAP, the institution must confirm the student is meeting SAP using the electronic verification form.)

The Office will not hear appeals related to deadline dates, residency, grade point average (either high school or college), and ACT/SAT scores. If the Office has made a determination of eligibility based on an incomplete/incorrect transcript or grade verification, the student should have the high school or college submit an official updated grade verification directly to the Office. Acceptable reasons for appeal include:

*1. Significant Personal Event:* Student or, in some cases, an immediate family member undergoes a significant personal event that prevents the student from maintaining continuous full-time enrollment. An immediate family member is defined as a parent, spouse, sibling, or child. A significant personal event includes:

- 1a. Serious medical problem or illness
- 1b. Accident or injury
- 1c. Family problem (divorce, abuse, death of an immediate family member)
- 1d. Military service

*2. Nearing Degree Completion:* A student who is nearing degree completion and does not have enough hours remaining to warrant continuous full-time enrollment may appeal for an exception for a single term. No appeal will be accepted, and no aid will be disbursed for any semester carrying less than 6 hours.

*3. Internship:* Student experiences a break in continuous full-time enrollment due to the completion of a qualifying internship during the fall, winter, or spring term(s). To qualify, an internship must either be required by the attending institution or lead to earned credit hours.

## **Part 3 – Supporting Documentation**

The Appeal Form should be accompanied by appropriate supporting documentation. Appeals submitted without the appropriate documentation will be denied.

### *Documents for Significant Personal Event:*

- For a medical problem or serious illness (physical or mental), the supporting documentation must include appropriate medical reports that identify the inception and duration of the illness. Supporting document(s) should clearly indicate whether the medical condition is under control, thus allowing the student to meet all eligibility requirements. Supporting documents should include, but are not limited to, medical reports and letters from a doctor or professional counselor.
- For accidents or injury, the supporting documentation must identify the date of the accident or injury and describe the resultant medical problems. Supporting documents should include, but are not limited to, police and medical reports.
- For a family problem such as divorce, abuse, and death or serious illness of an immediate family member, the supporting documentation must identify the student's relationship to the family member(s) involved and the inception and duration of the problem. Clearly state what actions have been taken to manage the problem, thus allowing the student to meet all eligibility requirements. Appropriate supporting documents include, but are not limited to, police and/or medical report(s), death certificate, divorce decree, and letter(s) from a professional counselor.
- For military service, supporting documentation must identify the dates and status of the student's military tours of duty. Appropriate supporting documents include military orders and discharge papers.

*Documents for Nearing Degree Completion Appeal:* The nearing degree appeal should be accompanied by a letter on institutional letterhead from the appropriate dean, director, or academic advisor. The letter should indicate 1) the expected graduation date, 2) the total number of hours the student needs to complete his/her degree, and 3) the number of hours the student intends to take each term.

*Documents for Internship Appeal:* The internship appeal should be accompanied by a letter on institutional letterhead from the appropriate dean, director, or academic advisor that states the date of the internship, the number of credits received, and if required by the institution.

## **Part 4 – Student Certification and Signatures**

The student should carefully review the certification statement as well as all information provided on the form before signing and dating the form. Appeals submitted without a signature and/or date will be denied.