

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, 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/Spring) and year for which appeal is requested: _____

Why were you deemed ineligible? *Fq'PQV'lwdo k'cp'crr gcn'lt' i tcf gu0Crr gcnu'lt' i tcf gu'y kn'PQV'dg'equl'f gt gf 0*

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 in or earning less than 12 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: _____

INSTRUCTIONS FOR COMPLETING THIS FORM

Part 1 - Student Information

Provide ALL requested identifying information.

Part 2 - Reason for Appeal

Only complete this form if your award was canceled due to less-than-full-time enrollment or a break in continuous, full-time enrollment.

Do NOT complete this form if your award was canceled due to Satisfactory Academic Progress (SAP). For cancellations due to SAP, the institution must confirm the student is meeting SAP using the electronic verification form in MAAPP.

The Office will NOT consider appeals related to deadline dates, residency, grades (high school or college), or 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 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.
 - 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 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 Documents

The appeal form MUST be accompanied by appropriate supporting documentation. Appeals submitted without supporting documentation will be denied.

Documents for 1. Significant Personal Event Appeal:

- 1a. For a medical problem or serious illness (physical or mental), include appropriate medical reports or letters from a doctor or professional counselor that identify the inception and duration of the illness. Document(s) should clearly indicate whether the medical condition is under control, thus allowing the student to meet all eligibility requirements.
- 1b. 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.

- 1c. 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.
- 1d. 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 2. Nearing Degree Completion Appeal: The appeal form should be accompanied by a letter on institutional letterhead from the appropriate dean, director, or academic advisor that indicates:

- Expected graduation date;
- Total number of hours needed to complete the degree; and
- Number of hours the student intends to take each term.

Documents for 3. Internship Appeal: The appeal form 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.

HOW TO SUBMIT THIS FORM

Mail: Mississippi Office of Student Financial Aid
3825 Ridgewood Road
Jackson, MS 39211

Fax: 601-432-6527

Email: sfa@mississippi.edu

THE APPEAL PROCESS

- Student submits appeal form. Complete form MUST be accompanied by appropriate supporting documentation for consideration.
- Only one appeal will be considered per personal event. Additional appeals must demonstrate new mitigating circumstance beyond the student's control.
- Appeal is reviewed by a Program Administrator to ensure the issue is eligible for appeal.
- If eligible, appeal is considered by the Appeals Committee.
- The Appeals Committee may request additional information.
- 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.
- There is no deadline for appeals.