

Montgomery College
Appeal of Financial Aid Termination
Satisfactory Academic Progress
Fall 2012

Name: _____

MC ID# _____

You are no longer eligible to receive financial assistance at Montgomery College based on two or more semesters of failing to meet the minimum standards of Satisfactory Academic Progress (SAP). Adherence to these standards is required by Federal and State regulations governing academic progress toward the completion of a college degree or certificate. These standards apply to all financial aid applicants and recipients at Montgomery College.

You have the right to appeal your Financial Aid Termination if there were unusual circumstances that affected your academic progress. If your appeal is granted, you will be placed on a one semester Financial Aid Probation. Based on your particular academic situation you may also be required to meet with an academic advisor/counselor to develop an academic plan.

In order to prepare your appeal, you will need to review the academic progress notification that was emailed to you along with the **Montgomery College Standards of Satisfactory Academic Progress**. Your SAP status can also be viewed on **MyMC**. Please check the box below which refers to the reason you have become ineligible, follow the list of instructions for your situation and submit this form with your appeal. **Request for an appeal, along with all supporting documentation, should be submitted no later than September 11, 2012 if you are requesting this appeal for fall 2012.** Appeals received after **September 11th** may not be processed.

Financial Aid Appeals Committee decisions are final. A message regarding the decision will be sent to your MC email.

ITEM # 1 – Minimum cumulative Grade Point Average (GPA)

- ✓ Your appeal must be in writing addressed to the Financial Aid Office. Appointments to discuss your appeal cannot be made until after you have been notified of your appeal status.
- ✓ Attach a statement explaining your unusual circumstances and how they affected your grades. (Example: car accident, illness, family problems). You must include steps you have taken to resolve the situation. If it was health-related, are you ready to return to school? If you had difficulties with a day care provider, is this situation now stable?
- ✓ Documentation must be included with your appeal to support your claim. For example, if your problem was health-related, provide a note from your doctor.
- ✓ If your appeal is granted you will be required to submit an academic plan that has been developed for you by an academic advisor/counselor. A form to obtain this plan will be given to you.

ITEM # 2 – Pace of Completion

- ✓ Your appeal must be in writing addressed to the Financial Aid Office. Appointments to discuss your appeal cannot be made until after you have been notified of your appeal status.
- ✓ Attach a statement explaining your unusual circumstances and how they affected your ability to complete your classes. (Example: car accident, illness, family problems). You must include steps you have taken to resolve the situation. If it was health-related, are you ready to return to school? If you had difficulties with a day care provider, is this situation now stable? A letter of support from your Montgomery College academic advisor or counselor would be very helpful and demonstrates your commitment to improving your progress.
- ✓ Documentation must be included with your appeal to support your claim. For example, if your problem was health-related, provide a note from your doctor.

REESTABLISHED SAP

- ✓ Reestablishment of aid eligibility after Financial Aid Termination is not automatic. When students regain both the required cumulative GPA and pace of completion, they can request aid reinstatement.

Appeals may not be processed prior to bill due dates. students should expect to pay their bill.

Aid may be reinstated based on your eligibility and aid availability if probation is granted.

If you have any questions regarding the appeal process call the Financial Aid Office at 240-567-5100.

Germantown Campus
20200 Observation Drive SA 140
Germantown, MD 20786

Rockville Campus
51 Mannakee Street SV 124
Rockville, MD 20850

Takoma Park Campus/Silver Spring
7600 Takoma Avenue ST 233
Takoma Park, MD 20912