



## Financial Aid Appeal Procedure

A student may appeal decisions made concerning initial or continuing eligibility for financial aid assistance or suspension of financial aid. (The financial aid suspension appeal is not the same as the academic suspension appeal.) Students who wish to appeal their financial aid suspension must send a letter, supporting documentation, and a signed degree outline from their academic advisor to the following address:

**South Plains College  
Financial Aid Office-Appeal Committee  
1401 College Avenue, Box B  
Levelland, TX 79336**

This letter is an opportunity to explain the situation to the Financial Aid Appeal Committee. Please be as specific as possible, because the student will not have an opportunity to meet with the committee in person or by telephone. The Financial Aid Appeal Committee will remain anonymous. In the appeal letter, please state reasons for not meeting satisfactory academic progress. Appeals will be considered for the following reasons:

- Working full-time
- Illness of student or family member
- Unforeseen complications with the birth of a baby
- Separation or divorce
- Involved in an accident or natural disaster
- Death in immediate family
- Personal problems that affected attendance and/or grades
- Change of major or have declared double majors
- Transfer hours from another institution will not apply to degree outline at SPC.

Proof must be sent with appeal letter. If working full-time, send pay stub for the time period in question showing the number of hours worked. If there was an illness, birth of a baby or an injury from an accident, send a doctor's bill or hospital statement. If there was a separation or divorce, send a letter from someone who is familiar with the situation or a copy of the filing or divorce decree. In the case of an accident or natural disaster (such as a car wreck or flood), please send a newspaper clipping or police report. If there was a death, please send a copy of the obituary, a program from the funeral or a death certificate. For personal problems, the committee may have specific questions that require additional information for the documentation submitted. All appeal forms must include a degree outline composed with an academic advisor/counselor. **The Appeal Committee will NOT consider the appeal until a letter with proof of each condition is submitted.**

The Financial Aid Office will notify the student by writing the Committee's decision within 10 working days from the time the appeal letter and necessary proof is received. During peak periods, a delay can be expected. If faxed appeals and documents are not clearly legible, expect a delay. If the appeal is denied, a letter will be sent to explain how to regain financial aid eligibility. **A second appeal in the same semester will be considered if additional information or documentation is submitted to the committee.** If the appeal is approved, a letter will be sent explaining what must be done to keep financial aid and avoid suspension in the future. **Anytime a suspension status is lifted through the appeal procedure or successful completion of the required number of hours, student will be placed back on probation.** If the student does not meet all of the SPC and Federal Guidelines the following term, student will be placed on suspension again. When the Financial Aid Appeal Committee approves an appeal for a student who has violated only the length provision (150% time limit) of satisfactory academic progress policy, the committee may or may not place the student on probation for the next term of enrollment.