



**FINANCIAL AID SUSPENSION APPEAL FORM**

Printed Name: \_\_\_\_\_

Last 4 digits of Social Security No.: \_\_\_\_\_

Appeal Results will be sent to the address you provide below:

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Your Appeal must include the following:**

- 1. LETTER:** Write a letter explaining in detail the circumstances or nature of your difficulty as to why you were unable to meet satisfactory academic progress. State why you believe it is possible for you to improve upon your past academic performance and what corrective action you have taken.
- 2. DOCUMENTATION:** Attach to this letter any documents (e.g., doctor's/hospital statements, letter from counselor, letter from work supervisor, etc.) that will support your appeal.
- 3. ACADEMIC PLAN:** You must meet with your Advisor regarding your failure to meet SAP and outline a plan for achieving this goal. Please obtain a copy of the Academic Plan and submit along with your other appeal documents. If you are taking a summer class, please check the box below.

**OR**

I elect not to appeal because I am taking a course or courses in the Summer Term(s) which will allow me to meet satisfactory academic progress. I understand that I will receive **no aid** for summer and will have to pay 100% out of pocket. When I have completed this course(s) I will **inform the Financial Aid Office** by phone (270-852-3130) or email at [clhamilton@kwc.edu](mailto:clhamilton@kwc.edu).

I understand that the decision of the Financial Aid Department is final and cannot be overturned by the College or the U. S. Department of Education.

I understand that, in addition to this written request, I may be required to meet with the Director of Financial Aid (either in person or on the phone) to discuss my appeal.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please mail/email/fax/or drop off this form and all supporting documents to Crystal Hamilton, Financial Aid Office, Kentucky Wesleyan College, 3000 Frederica Street, Owensboro, KY 42301. If you have questions about the appeal process, please contact me at 270-852-3130 or email [clhamilton@kwc.edu](mailto:clhamilton@kwc.edu).