



**Appeal for Financial Aid Reinstatement**  
 Financial Aid Office · P.O. Box 3649, Fort Smith, Arkansas 72913-3649  
 Fax: 479/788-7095 · Phone: 479-788-7090  
 Email: [finaid@uafs.edu](mailto:finaid@uafs.edu)

Term to reinstate aid: \_\_\_\_\_ Name: \_\_\_\_\_ ID #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Your appeal will be reviewed by the Appeals Committee.*

- A. You will be notified by e-mail in approximately 2-3 weeks regarding the committee’s decision. The decision of the Committee is final.
- B. If your Appeal is approved, you must make an appointment with a Financial Aid Advisor where you will be given an Academic Plan form to be completed by you and your Academic Advisor.
- C. Appeals must be submitted prior to the deadline of the term you are appealing to have your financial aid reinstated.
- D. You will be responsible for payment of any charges if your appeal is denied.

**Preparing Your Appeal**

1. In a **TYPED** letter, explain the extenuating circumstances that address your poor academic performance. Do not include statements such as “needing the money to go to school” or “you want to make a better life” as these are already assumed.
2. Include the steps you have taken or will take, personally and academically, to prevent these circumstances from hindering your academic performance in the future.
3. **DOCUMENTATION is required for all appeals** and the documentation should support the explanation in the written appeal. For example; medical or other legal documents, letters from university staff or faculty, employers, counselors, attorneys or doctors, or other objective persons who are knowledgeable about your circumstances. Do not include letters from friends or family members. Incomplete appeals will not be reviewed.

**Denied Appeals**

The decision of the Appeals Committee is final. If your appeal is denied you may attend at your own expense provided you are eligible per all other University policies and requirements. Financial aid eligibility for a suspension for GPA or Percent Completion Rate may be regained when you meet SAP requirements. A manual suspension must always be approved in order to regain financial aid eligibility.

*By signing my name below, I acknowledge that I have read and understand the above provisions, and that the information I have provided in my appeal is true and correct. In addition I grant permission for this appeal including any medical records and all documentation to be kept on file in the Financial Aid office and reviewed and discussed by authorized personnel.*

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

**Submit appeal form with statement and supporting documentation. Incomplete appeals will not be reviewed.**

\*\*\*\*\* To be completed by the Financial Aid Office \*\*\*\*\*

GPA \_\_\_\_\_ Attempted Hours \_\_\_\_\_ Completed Hours \_\_\_\_\_

Completion Rate \_\_\_\_\_ Failed Dev Ed Classes \_\_\_\_yes \_\_\_\_no