



## TIPS FOR FILING YOUR FINANCIAL AID APPEAL

1. Appeals must be typed (1 page limit if possible, approximately 250-500 words), signed and dated, or they will be denied. If you do not have access to a computer, you can use the computers in the Student Life Office in Gaiser Hall at Clark College.
2. Any documentation submitted should show a clear link to the student. If the paperwork references someone with a different name, you should identify that person and the relationship involved.
3. If you print out an on-line document in support of your appeal, the URL needs to be included for verification of authenticity. Also, any emails used as support should be sent directly to the Financial Aid Office at [finaid@clark.edu](mailto:finaid@clark.edu) with the student name clearly noted.
4. All doctors' notes must be signed and dated or they will not be accepted.
5. The degree audit must be signed by you and your advisor.
6. If you do not provide documentation, a degree audit, and your signed letter, the appeal will be denied.
7. Extenuating circumstances must be spelled out. The committee will not consider the loss of a job or a need for money as an extenuating circumstance. A family situation can be considered as long as it is shown to be extenuating or extraordinary in nature.
8. Your appeal letter should clearly state the problem you encountered, what has been done to resolve it, and what you will do to recover your classes academically (re-take classes, seek tutoring, etc.). If you had a medical problem, you should also include a doctor's written permission for you to return to school.

**Note:** If your appeal is approved you will be placed on financial aid probation. Your probation status can be cleared when you complete all credits with a 2.0 quarterly GPA for which you register. If you do not successfully complete all the credits you register for, with a 2.0 quarterly GPA, while on probation, you will then be placed on financial aid suspension.

Additionally, you must attain a 2.0 or higher cumulative GPA by the end of your sixth quarter of enrollment to remain in good standing.

*Clark College* *The Next Step*

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