



APPEAL PROCESS FOR TERMINATION OF FINANCIAL AID

The conditions under which an appeal may be sought are:

Extenuating Circumstance	Sample Documentation Required
Death in immediate family	Copy of obituary or death certificate
Serious Illness/Accident/Medical Condition	Letter from qualified physician on letterhead indicating description of illness/condition, initial onset, specific time period when seen by physician.
Other extenuating circumstances	Official documentation to support the circumstance, such as court documents, letter from counselor or agency on official letterhead.

The burden of documentation to substantiate the appeal rests with the student. No appeal will be considered without appropriate documentation.

If the student’s appeal is tentatively approved by the Financial Aid Appeals Committee, the student will be instructed, via campus email, to meet with a college academic advisor to develop an academic plan. This plan may involve designated courses for one to four semesters of course work, and minimum grades required for those courses.

Maximum Timeframe—Students who have reached the Maximum Timeframe 150% of their program length (all attempted and transferred credits are included) may also appeal their termination. Please refer to additional requirements at SAP Maxtime Frame Appeal Guidelines at: <https://catalog.harford.edu/financial-aid/>

You do not need to complete this form if you are terminated for Maxtime Frame. You will need to schedule an appointment with a designated advisor at 443 412-2301. If you are able please print out Maxtime Frame Academic Plan for SAP Improvement form (MAPSI) before your appointment. This form is available on your OwlNet account. You should complete the reason for appeal and what you plan to improve sections on page one.

PROCEDURES TO APPEAL FINANCIAL AID TERMINATION FOR GPA OR COMPLETION ARE:

- Complete this form.
- Provide documentation to support the appeal.
- Submit documents to the Financial Aid Office at finaid@harford.edu. Incomplete appeals or appeals submitted without documentation will be returned to the student.

All decisions made by the Appeals Committee are final. If the appeal is tentatively approved by the Appeals Committee you will receive an email with instructions sent to your HCC OwlMail. The appeal is not fully approved until the Academic Plan is submitted to the Financial Aid Office, reviewed and you are sent an appeal approval email.

Appeal Deadline is 2 weeks before the beginning of the semester.

If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

Notice: According to MD law, educators are required to report suspected current and past abuse (including but not limited to child abuse and neglect). This is required even if the former victim is an adult and/or the alleged abuser is deceased at the time of the disclosure. Furthermore, according to Harford Community College’s Sexual Harassment and Discrimination Policy and Procedures, financial aid staff must disclose instances of sexual harassment and discrimination to the College’s Title IX Coordinator. If you disclose information to the Financial Aid Office staff, whether in-person or in writing, it may be subject to reporting by Harford Community College. If you have any concerns regarding this requirement, please contact the Student Affairs office at studentaffairs@harford.edu or 443-412-2142.

**APPLICATION FOR APPEAL
OF
FINANCIAL AID TERMINATION**

A student whose Financial Aid has been terminated because required Satisfactory Academic Progress (SAP) standards for Financial Aid have not been met has the right to appeal such termination. Full information regarding the SAP standards, as required by the U.S. Department of Education, is found in the HCC Catalog <https://catalog.harford.edu/financial-aid/> , the Financial Aid Office Consumer Information or at www.harford.edu.

NAME: _____ H/ID _____

MAILING ADDRESS _____

HOME TELEPHONE #: _____ HCC Email Address _____

WORK/CELL #: _____

Appeals will not be considered without appropriate documentation.

I am appealing for **GPA** **Completion** See next page for information on Maxtime Frame Appeals

REASON(S) FOR APPEAL (Appropriate documentation must be attached):

WHAT YOU PLAN TO CHANGE TO IMPROVE YOUR SUCCESS IN COLLEGE:

Signature _____ Date _____

Please submit this form to the Financial Aid Office at finaid@harford.edu with supporting documentation. A picture of the completed form and documentation taken on cellphone is acceptable. **Appeal Deadline is 2 weeks before the beginning of the semester.**

Scanned _____ By: _____



Name

HID#

If you withdrew from all of your classes and those withdraws were related to a COVID circumstance please complete the form below and return to finaid@harford.edu or fax to 443 412 2169. Indicate which semester (s) you withdrew that were COVID related.

Spring 2020 Summer 2020 Fall 2020 Spring 2021 Summer 2021

Fall 2021 Spring 2022 List any other semester(s)

Thank-you and stay safe.

COVID related circumstances include, but are not limited to:

- **Illness of you or a family member**
- **Need to become a caregiver or first responder**
- **Economic hardship**
- **Added work hours**
- **Loss of Childcare**
- **Inability to continue with classes via distance education**
- **Inability to access Wi-Fi due to closed facilities**
- **Other**

Signature

Date