



## Title IV Aid Suspension Request for Review Instructions and Appeal Form

**Right to Request a Review.** If your eligibility for Title IV financial aid has been suspended because you have not met one or more of three standards of academic progress, you may request a review of that suspension to the University Committee on Student Financial Services. **You must have experienced unusual circumstances that affected your ability to meet those standards in order to appeal.**

**Definition.** An unusual circumstance for this purpose is a serious situation outside the student's control that has had a negative impact on the student's ability to complete courses at UNA and maintain satisfactory grades. *Freshman or transfer year adjustment, for example, is probably not a truly unusual circumstance.*

**Review Process.** Requests for review are screened and may be considered individually and independently by Committee members who are appointed by UNA's president. Allow at least 2-3 weeks for complete review and more time during interim periods. If you submit a written request for review, you will be notified via email or letter of the Committee's decision, **which is final**. Check your UNA Portal e-mail for updates on your status.

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**Title IV Aid:** Alabama Student Assistance Program (ASAP)  
Federal Work Study  
Parent Loan for Undergraduate Students  
Pell Grant  
Stafford Loan, both subsidized and unsubsidized  
Supplemental Educational Opportunity Grant (SEOG)

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**Preparing Your Appeal.** If you decide to appeal, here are some suggestions that might improve your chance of being reinstated:

- Use Page 2 of this form. You may attach additional pages or supporting documents, if necessary.
- Stick to the facts. Write about facts relevant to the unusual circumstances leading to your academic standing.
- Don't write about your "need" for financial aid. It is not the function of the Committee to evaluate your financial need. Rather, the Committee determines the impact of your unusual circumstances on your academic progress.
- Be specific. Call attention to the specific semesters or years in which the unusual circumstance took place. Remember that the committee reviews your **entire** academic history, so make sure your statement addresses each and every semester that was affected by the unusual circumstances.
- Discuss what you plan to do in future semesters to improve your academic performance.
- Observe Standard English and college composition guidelines.
- Type or neatly handwrite your request to the Committee.

**Bring to Student Financial Aid Office, Room 318 of the Commons Building.**

