



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

Right to Request a Review. If your eligibility for Title IV 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 Aid. **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 are 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.

Title IV Aid:	Alabama Student Assistance Program (ASAP) Federal Work Study Parent Loan for Undergraduate Students Graduate PLUS Loan for Graduate 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 we recommend to include with your submission:

- 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.

You may scan and email this form to financialaid@una.edu, fax it to us at 256-765-4920, take a very clear picture to email it to us, or bring it in person to our One Stop on the 1st floor of the Commons Building.

STUDENT'S REQUEST for REVIEW

TO: UNA Committee on SFA

Student's Name: _____

RE: Financial Aid Eligibility Suspension

Student ID #: _____

Email Address: _____ **Date:** _____

Appeal is to be considered for (i.e. Fall 2024) _____

I have not met the following standard(s) of academic progress:

- ___ I have completed less than 67% of hours attempted.
- ___ I am not meeting the GPA requirement for my classification.
- ___ I am an undergraduate in an associate degree program, and I have attempted more than 97 undergraduate hours.
- ___ I am an undergraduate in a bachelor degree program, and I have attempted more than 180 undergraduate hours.
- ___ I am a graduate student, and I have attempted more than 53 graduate hours.
- ___ I am a graduate student in a doctoral program, and I have attempted more than 81 graduate hours.
- ___ I am on academic probation.

During my academic career at UNA and other institutions, I have experienced the following mitigating circumstance(s):

(Use the back of this form if necessary)

SFA use only:
 Percentage rate-
 GPA-
 Hrs attempted-
 Classification-

Signature: _____
Date: _____