



APPEAL OF FINANCIAL AID CONSEQUENCE OF UNSATISFACTORY PROGRESS

Instructions: Complete this form in its entirety. DO NOT submit the appeal to the Financial Aid Office for review until all sections of the form are complete and all required supporting documents are attached. Explain in detail why you have not done well academically and why you believe financial assistance should be continued.

Section I

Student's Name: _____ Student I.D. Number: _____ Today's Date: _____
(First) (Last)

Mailing Address: _____
(Street) (Apt No.)

(City) (State) (Zip Code)

Major: _____ Expected Graduation Date: _____ Appeal for which semester: _____
(Year) (Fall, Spring, Summer)

.....
Section II

Qualifying Extenuating Circumstances

Extenuating circumstances must coincide with one or more of the following:

- Death of immediate family member (Attach copy of death certificate, obituary, or physician's statement indicating date of death)
- Personal or immediate family member's Illness (Attach statement from physician reflecting nature and date of occurrence)
- Divorce or Legal Separation (Attach legal documentation supporting situation)
- Change in Work Schedule (Attach documentation supporting situation)
- Poor Judgment/Immaturity (Limit to one Appeal)
- Need One Additional Semester to Graduate

.....
Section III

Statement of Appeal-Indicate the problem that occurred, the nature of the problem, dates of occurrence and how you were affected academically.

Section IV

Achieving Satisfactory Academic Progress-Explain the steps you have taken or will take toward achieving Satisfactory Academic Progress.

.....
Section V

How to Register for Inceptia:

1. Go to www.FinancialAvenue.org to sign up for Inceptia (**please note this website works best on Mozilla/Firefox or Google/Chrome; do NOT use Internet Explorer**).
2. Select South Carolina; select Gaffney; click Search; then select Limestone University.
3. Enter your Limestone University email; enter your full name; select I am a new user, click Agree; click Enroll in Courses.
4. You will be sent an email to the email address provided to finish the registration process. You must click on the link and set up a password.
5. You are now ready to complete your modules.
6. Go to courses; **Limestone University Financial Avenue-saints1845**, then modules. Complete all modules. Once complete, go to Grades. Print or screenshot final grade report.
7. All you need to login again is your email and password.

*****Financial Aid Appeal will not be processed until our office receives confirmation that all courses have been completed.*****

Student's Signature _____ **Date:** _____

Please return this form and all required documents to Limestone University, Financial Aid Office, by mail to 1115 College Drive, Gaffney, SC 29340; by email to financialaid@limestone.edu; or by fax at (864) 488-4596.

.....
Financial Aid Office Use Cumulative Hours: _____ Cumulative GPA: _____ Exceed Max Time: _____

Comments/Recommendations: _____

(Financial Aid) (Date) (Chairperson of Committee) (Date) (Committee Member) (Date)