



**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 or Spring)

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**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
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**Section III**

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

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**Section IV**

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

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**Section V**

**Completing Financial Avenue Modules-Complete all ten courses. A final grade sheet must be provided before your appeal can be reviewed. Grade sheets can be printed by clicking on the ‘gear icon’ in the top right corner, and choose ‘grades’, then ‘Print Grade Report’.**

**How to Register for Inceptia:**

1. Go to [www.FinancialAvenue.org](http://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. Click the **Login** button to create your new account.
3. Within the ‘Don’t have an account?’ section, select **Sign up now!**
4. Enter the access code: [saints1845](#) and click **Sign Up**.
5. Complete all of the fields indicated. Be sure to use your Limestone University email. Click **Create my new account**.
6. You are now ready to complete your modules. All you need to login again is your email and password used to create your account.

**\*\*\*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, Office of Financial Aid, 1115 College Drive, Gaffney, SC 29340. Fax number (864) 488-4596.

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**Financial Aid Office Use** Cumulative Hours: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Exceed Max Time: \_\_\_\_\_

Comments/Recommendations: \_\_\_\_\_  
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\_\_\_\_\_  
(Financial Aid Director) (Date) (Chairperson of Committee) (Date) (Committee Member) (Date)