Information Sheet – Keep this page for your records.

Florida Statutes provide an appeal process for students who do not meet academic progress requirements for renewal of state student financial aid. The law allows exceptions to be made when students fall below the minimum grade point average and/or credit hours earned requirements for a state award. Appeals may be filed when students do not meet academic progress requirements due to one of two circumstances: illness or emergency. The appeal documents must present a clear connection between the illness, or emergency, and the student’s poor academic performance.

Example: The death of a family member may cause a student to experience a period of intense grief to the extent that the student’s academic performance suffers. With appropriate documentation, such an incident may be considered an illness or emergency and, therefore, be approved for a state program appeal.

Instructions for Completing the Attached “State of Florida Program Appeal”

Complete Sections I & II and state the illness or emergency which you incurred. Your appeal must include, at a minimum:

- Your written statement and description of the problem/incident, its impact on your academic performance; and documentation to verify the circumstances.
- Submit your petition to the Office of Financial Aid within the required time limit.

Note: This petition must be received or postmarked within 30 days of the date on your “Notice of Ineligibility.”

Statement of Illness or Emergency (TYPEWRITTEN)

State the illness or emergency which you believe caused you to not meet the renewal requirements for the state of Florida student aid program(s).

A. Be specific:
   1. indicate dates/time periods involved;
   2. indicate how the illness or emergency affected you /your academic record; and
   3. provide pertinent details. Use additional paper if necessary.

B. Submit documentation* to support your claim.
   Do not submit documentation separately from the appeal, doing so will result in the appeal either being denied or delayed.

C. Sign and date your appeal.

Special Note: You cannot use this form to appeal SFCC’s Standard of Satisfactory Academic Progress, nor can you use that form to appeal academic progress for State of Florida programs.

*Documents Required for Appeal

Documentation to verify the illness or emergency may include, but is not limited to, one of or more of the following:

For Illness
- a copy of a bill for service rendered by a medical or mental health professional, or a document submitted by a medical or mental health professional describing the dates and services provided;
- a written statement from a medical or mental health professional, your academic advisor or a credible professional, such as a member of the clergy or other college or university official, of the impact of this illness/emergency on your academic performance;
- written statement from parent.

For Emergency
- an objective report of the occurrence such as a police report, divorce documents, insurance damage reports for natural disasters, bill for services related to the emergency, obituary, etc.;
- a written statement from a medical or mental health professional, your academic advisor or a credible professional, such as a member of the clergy or other college or university official, of the impact of this illness/emergency on your academic performance;
- written statement from parent.
Section I: General Information

Please consider my request for a financial aid appeal for the following State of Florida program (s):

☐ Florida Academic Scholar Award  ☐ Florida Student Assistant Grant

☐ Florida Medallion Scholars (formerly Florida Merit) Award  ☐ Other State Program(s):______________

☐ Florida Gold Seal Scholar Award

Section II: Statement of Illness or Emergency

Carefully prepare and submit the information designated on the attached information sheet. Attach documentation validating the illness or emergency (see documents required for appeal on information sheet). Please take time to ensure that all documentation is submitted with this State of Florida Appeal.

Note: Failure to provide legible adequate and/or time specific information and/or documentation will result in your appeal either being denied or delayed.

Review Process: You will be sent notification of the results of our review. However, you may also check your status in PAWS.

Financial Aid Office Use Only

Section III: Financial Aid Review

Decision:

[ ] Approved  [ ] Denied  [ ] Need Additional Information

Date of Review: ____________/__________/______________  Reviewer: _____________________________

month  day  year