



Office of Financial Aid

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**Appeal of Financial
Aid Suspension
2023-2024
School Year**

Appeal submission ***deadline date*** for the semester for which you are submitting the appeal:

- Full & B term: Fall 2022 (Aug. 1st) Spring 2023 (Jan. 2nd) Summer 2023 (May 1st)
C- term: Fall 2022 (Oct. 2nd) Spring 2023 (Feb. 21st) Summer 2023 (May 18th)

Follow these instructions if your eligibility to receive financial aid for the 2023-24 academic year has been suspended. You have an opportunity to appeal this decision. **Carefully read and follow the instructions below.**

1. **Log into OKTA Single Sign-On and select the Campus Logic icon.** Your statement should include and describe the following points:
 - a. **Extenuating circumstances** that prevented you from meeting the Satisfactory Academic Progress (SAP) standards. **NOTE:** Sometimes it only takes one bad term but most often it takes two (2) terms to put you on Financial Aid Suspension. Focus on semesters/quarters you failed and/or withdrew from classes. Examples of extenuating circumstances include, but are not limited to:
 - i. Death or serious illness or injury to an immediate family member
 - ii. Extended hospitalization or medical condition of student
 - iii. Victimization of a violent crime or natural disaster
 - iv. Work related difficulties
 - v. Other documented situationsLack of transportation to school or poor performance in class is NOT considered extenuating circumstances. A change of major is also not considered an extenuating circumstance. An appeal should not be based upon your need for financial assistance.
 - b. Plan of action to resolve the cause for the circumstance or unit-deficiency and explain how it will not cause problems in the future.
2. Provide copies of **supporting documentation** such as doctors' letters/bills, death certificate, obituary, police reports, etc. **Failure to provide adequate documentation will result in your appeal being denied. Documents need to reference a date during the term you failed or withdrew. Statements written by a friend or family member must have their signature notarized by a notary.**
3. **Upload all documents** at <http://albanytech.studentforms.com/>
 - a. Your log in credentials are the same as for Banner Web (your username is your student email address and your password is your date of birth in mmddyyyy format, unless you have changed it).
 - b. If you don't see the requirement for submitting an appeal you can add this requirement by selecting "Request" in the top right corner and then click the "+" sign next to SAP Appeal under the 23-24 Aid Year.

AFTER SUBMITTING YOUR APPEAL

If your appeal or payment isn't submitted before the payment deadline (see calendar) then your classes will be dropped for non-payment. Appeals are reviewed at the end of each semester after grades are posted. You can track the progress of your appeal on Banner Web for Students, under Requirements. In-person appointments will not be granted unless requested by the Office of Financial Aid. **Appeals submitted after the deadline will be considered for the next semester.**

During the review, some of the factors that will be considered are:

1. Validity of the reasons for failing to meet the standards.
2. Resolution of the problems leading up to your failure to meet the standards.
3. Prior academic history (credits earned vs. credits attempted, GPA, number of repeats, etc.).
4. Number of previous suspensions and reinstatements.
5. Your demonstrated motivation to succeed and likelihood of future success.
6. Quality and thoroughness of appeal and supporting documentation. **The dates on your documentation must align with the dates of the semester(s) you failed to pass your courses.**

If your appeal is denied, you may submit a secondary appeal to the Office of Financial Aid **if you are providing new information that was not considered in your original appeal.** This appeal will also need to be accepted by the payment deadline.

Do not rely on the success of your appeal for tuition payment. Financial aid suspension will only prevent disbursements to your Banner account and does not affect any other services on campus.

If your appeal is approved, reinstatement does not guarantee an award. We will award you with the funds we currently have available. You are not guaranteed replacement of any previously awarded funds. You will be placed on Financial Aid Probation with conditions that may be required to gain aid eligibility.

As set forth in its student catalog, Albany Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status or citizenship status (except in those special circumstances permitted or mandated by law).