

# FINANCIAL AID APPEAL PROCESS

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## Financial Aid Suspension Notification

The GCU Office of Financial Aid reviews satisfactory academic progress (SAP) for each student at the end of each term. If the student is not making satisfactory academic progress, notification is sent registered mail informing the student of their noncompliance. A student may apply for financial aid reinstatement by submitting a satisfactory academic progress appeal. The satisfactory academic progress appeal allows the student to explain extenuating or unforeseeable circumstances that may have hindered the student's academic progress. Appeals based on extenuating circumstances (i.e., student injury or illness, death of student's relative, and/or other circumstances resulting in undue hardship to student) should be accompanied by documentation of the extenuating circumstances and a description of what has changed that will allow the student to make SAP. See Appeal Form for exact guidelines.

**Step 1:** Student must begin the financial aid reinstatement process by downloading the Financial Aid Appeal form from the Office of Financial Aid web page. Appeals based on extenuating circumstances (i.e., student injury or illness (on the physician's letterhead), death of student's relative, and/or other circumstances resulting in undue hardship to student) should be accompanied by documentation. Students indicating that stress or depression was the cause of their satisfactory academic progress not being met must provide medical documentation on the physician's letterhead and signed by the physician.

Appeal Forms should be received by the Office of Financial Aid within 14 days from the day you receive your Satisfactory Progress letter or August 1, whichever comes first. Late appeals may be denied.

**Step 2:** The Financial Aid Review Committee will normally review the appeals provided within 10 days of submission. The committee may render one of the following decisions:

Decision	Description
Pending	Additional information is needed to render a decision
Financial Aid Probation	Student may continue to receive student financial aid for one semester. Student must have the minimum credits and required GPA at the conclusion of the next semester as determined by the committee.
Continued Suspension of Aid Eligibility	Student's financial aid will be suspended until the student regains satisfactory standing at the student's expense.

**Step 3:** The Office of Financial Aid will communicate the committee's decision to the student via e-mail.