INSTRUCTIONS TO COMPLETE YOUR APPEAL

Any student who falls on a probation status and would like to be considered for financial aid, has to apply thru a Satisfactory Academic Appeals Form. This appeal will be evaluated by the Satisfactory Academic Progress Committee, which will notify you if your appeal has been approved or denied. The Committee’s decision will be final.

All information required, must be provided. Incomplete appeals will be rejected. Remember to attach evidence documents.

There are two sections to be completed: Section I - Contact Information and Section II - Explanation of your appeal.

Section I - Contact Information:

1. Please provide the following contact information: name, last name, student identification number, mailing address, city, state, zip code, cell phone, home phone, personal email address and PUPR's student email address.

Section II - Explanation of your appeal:

1. Establish which of the following is the mitigating circumstance that affected your academic progress:
   - Death of an immediate family member - includes student's parents, spouse, children or siblings. You must provide a copy of the death certificate.
   - Serious illness - if you faced a serious illness and were under medical care for a period of time. You must provide documentation regarding visits to your doctor's office and/or hospital stay.
   - Other circumstances - any other mitigating circumstances you understand affected your academic progress. You must provide supporting documentation.

2. Briefly explain the circumstances that prevented you to meet the academic progress standards during the 2014-2015 academic year. Please only use space provided.

3. Briefly explain how these circumstances have changed and why do you understand you will meet the Satisfactory Academic Progress Standards during the 2015-2016 academic year. Please only use space provided.

Steps after completing the Appeal Form:

1. Print the Appeal Form. Sign your appeal in the space provided, with blue or black ink. Attach copies of all supporting documentation.

2. Submit your Appeal to the Financial Aid Office 28 days before the term begins. Appeals will not be accepted after the deadline date.

DENIED APPEAL

If your appeal is denied, you will not be eligible to receive funds from federal, state and institutional student aid programs. You will be able to enroll after making any payment agreement with the Finance Office. You can explore the option of Private Student Loans, which do not require academic progress for its approval. Once you meet the Satisfactory Academic Progress Standards, you can regain the right to receive student aid, if all other requirement are met.

APPROVED APPEAL

If your appeal is approved, you will be directed to meet with the Academic Director to establish an academic plan, which will be strictly followed in order to be eligible for student aid. The academic plan will be evaluated every trimester to determine if the student is making academic progress. If the student does not comply with the established academic plan, he/she will lose eligibility of all financial aid programs (federal, state and institutional student aid programs) until, he/she meets the Satisfactory Academic Standards established in the Financial Aid Office policy.