

Allegany College of Maryland  
**FINANCIAL AID TERMINATION APPEAL COMMITTEE**

## Instructions for Financial Aid Terminations: 2023-2024

\*\* Procedures may be Modified for Covid-19 Protocols as necessary\*\*

### Step #1: Contact your academic advisor or the Advising Center.

**Step #2:** Discuss with your advisor why you were terminated in the past and what you need to do differently in the future to be successful or to complete (if maximum aid has been reached). Develop an Academic Compliance Plan that shows - in detail - how & when you will comply with financial aid standards. Your advisor can access the electronic form online: [www.allegany.edu](http://www.allegany.edu) (*Financial Aid web page*).

Your advisor is **not required** to sign this plan if s/he cannot support it for any reason including (but not limited to) lack of prior academic commitment, your failure to fully collaborate/show responsibility in this appeal process, or unrealistic academic goal; in this circumstance, your recourse is a grievance procedure or alternative advisor or supervisor. It is possible the process could delay consideration of your appeal.

**Step #3:** Write a *detailed* letter to the Committee explaining why you have not met the required, federal financial aid standards. Be specific and candid. Explain what happened and how it affected your education. You must show that there were **extenuating circumstances**; that means the situation was unexpected and beyond your control. You should also explain (a) what you did to help yourself or minimize the harmful impact of the situation and (b) whether the situation has been fully resolved. You must address each semester/grade that resulted in your not making satisfactory academic progress as required by the federal financial aid rules. See the attached letter Directions/Template for guidance.

This Step is extremely important in showing the Committee what happened, why, and what you will do differently.

\*This important letter must be written by the student. Letters written by anyone else or *other fraudulent materials* submitted as part of the appeal could result in the petition's being denied and follow-up action taken by the College.

### You **must** attach documentation to support your claims.

- » What is "documentation"? Something provided by/from a third party which supports your claim(s) about why you were unsuccessful during the particular semester(s).
- » Examples of required documentation: If you say any health issues were involved, provide a doctor's note, copy of hospitalization/discharge paperwork, or similar official record. If you say there was a death in the family, provide a copy of the obituary or funeral program. If you say your work/finances interfered with your attending classes, provide verification (eg., letter, schedule, pay records.) from your employer that you took a second job, added shifts/hours, etc. If you say your housing was unstable, provide written verification from the local agency, faith community, or private person(s) who helped you or had knowledge of your situation.

### Step #4: Confirm with your advisor that your materials have been submitted by the DEADLINE:

Make a copy of your petition and Academic Compliance Plan. Whether or not your petition is approved, the Committee will have recommendations for you, so you may need to refer back to your own documents. Keep these documents for your records. *You should also make sure your financial aid file is complete by contacting the Financial Aid Office.*

Semester you plan to attend	Deadline to appeal	Committee Decision Issued	Classes Begin
Summer 2023	<b>05/15/23</b> (1:00pm)	No later than 5/16/22 (4:00pm)	05/15/23*
Fall 2023	<b>06/09/23</b>	No later than 6/16/23	08/21/23
Fall 2023	<b>07/14/23</b>	No later than 7/21/23	08/21/23
Fall 2023	<b>08/11/23</b>	No later than 8/18/23	08/21/23
Spring 2024	<b>01/10/24</b>	No later than 01/15/24	01/16/24
Summer 2024	<b>05/15/24</b>	No later than 05/17/24	05/20/24

\*Students whose appeal is denied must *either* make other payment arrangements *or* withdraw by 5/19/22 (4:00pm).

NOTE: Some Restrictive Admission/Career Programs begin classes on a different date; these students should submit their appeals ASAP and sign up for payment plan in the Business Office to prevent de-registration pending a decision on their appeals.

### REQUIRED PAPERWORK:

\*\*All materials must be submitted; incomplete petitions may be denied without a hearing, and materials will NOT be accepted on the date the Committee meets – if/when meetings are held.

- **ACADEMIC COMPLIANCE PLAN (ELECTRONIC FORM ONLY)** >> ENDORSED BY STUDENT AND ADVISOR
- **LETTER TO THE COMMITTEE**  
Be sure to address each semester! If you previously appealed, only address each semester *since your prior appeal* >> See next page.
- **DOCUMENTATION OF EXTENUATING CIRCUMSTANCES**
- **FINANCIAL AID TERMINATION LETTER**
- **TRANSCRIPT** (UNOFFICIAL – CAN BE PRINTED DIRECTLY FROM COLLEAGUE)

**Step #5:** Monitor your [student.allegany.edu](http://student.allegany.edu) account for information. The Office of Student & Legal Affairs will notify you if/when/how the committee will meet. If you are given the option to meet with the Committee, we strongly encourage you to attend – in-person or remotely if possible. The Committee's decision will also be sent via student email; be sure to follow all requirements & recommendations!

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## Financial Aid Terminations Appeal Letter Directions/Template

**\*\* Appeals can *only* be granted if the student had extenuating circumstances which affected the student's ability to successfully meet the federal standards. You must address *each* semester when grades were poor (D, F, X, or W). Examples of extenuating circumstances include (but are not limited to) illness or injury of the student or the student's direct family member, death of a family member, family or financial difficulties, disability for which accommodations were not provided, and other documented circumstances that were unexpected in nature and beyond the student's control.**

**\*\* It is the student's responsibility to provide independent documentation to support ALL claims of extenuating circumstances. Claims for which documentation would be available but which are unsupported by independent documentation may result in the appeal's being denied. Examples of independent documentation include (but are not limited to) medical records, obituaries, court records, financial records, and letters from third party officials or other responsible person(s). All documentation must be submitted by the deadline; late paperwork will not be accepted. If you cannot obtain the necessary documentation, describe in your letter the efforts you made to obtain the documents and why you were unsuccessful.**

**\*\* NOTE: not going to class, not applying oneself to academic requirements, social distractions, or other circumstances within the student's control may not be deemed extenuating circumstances.**

**The committee is charged with determining whether the documentation is adequate and whether the circumstances are sufficient to restore financial aid. The Committee reserves the right to deny any student's appeal if the student gives false information.**

- **If you have been terminated for not meeting the GPA or completion % requirements, use the following content as a guide to write your letter and to identify the documentation you need.**

Semester #1: Fall / Spring / Summer \_\_\_\_\_ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific.  
Provide supporting documentation of claims.

Semester #2: Fall / Spring / Summer \_\_\_\_\_ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific.  
Provide supporting documentation of claims.

Semester #3: Fall / Spring / Summer \_\_\_\_\_ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific.  
Provide supporting documentation of claims.

Semester #4: Fall / Spring / Summer \_\_\_\_\_ [year]

Describe what happened during this semester that resulted in grades of D, F, W, or X. Be specific.  
Provide supporting documentation of claims.

Continue this pattern for additional semesters.

- **If you have been terminated for reaching maximum aid, describe in your letter why you did not complete your program of study in the time allowed by federal standards.**
- **If you have previously appealed to this committee, address *ONLY* the semester(s) since your last appeal. Do NOT submit the same letter from your last appeal. The Committee is interested in what you have done since they last considered an appeal from you.**
- **If you have not taken any classes (at ACM or another institution), explain why; be advised that the Committee is likely to **deny** your appeal if you have taken no steps to demonstrate improved academic performance.**

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