



STUDENT INSTRUCTIONS:

This appeal is required for students who have exceeded the 150% time frame allowed by federal regulations to complete degree requirements. The appeal has three parts: Section I and III are to be completed by the student; Section II is to be completed by the student's academic advisor/counselor. The appeal must be signed by the student once completed signifying acceptance of the plan as outlined. **Note: A completed Financial Aid Progress Report form must be included with all appeals turned in after the established appeal deadline.**

SECTION I: Completed by the STUDENT

Name: _____ FRC ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Email: _____

1. Are you requesting federal financial aid to complete a **first** degree/certificate at FRC? No Yes
2. **In the box below**, please provide a detailed explanation of the reason(s) that have caused you to exceed the 150% maximum time frame allowed at FRC. An example might be that you completed (x) number of 'dual enrollment courses while in high school.

3. Are you requesting federal financial aid to complete an **additional** degree/certificate at FRC? No Yes
If yes, what is the degree/certificate you are now seeking? _____

4. **In the box below**, please provide a detailed explanation of why you are seeking an additional degree/certificate.

5. What is your anticipated date of graduation? _____



SECTION II: Must be completed by an Academic Advisor/Counselor with student

Coursework needed to complete degree requirements.

I have met with the student and reviewed their degree requirements. The student has _____ credit hours toward the degree stated in Section I, #1 or #3 and needs _____ additional credit hours. The courses are listed as follows by the semester they are to be taken.

Fall Semester: _____ Year			Spring Semester: _____ Year			Summer Semester: _____ Year		
Subject	Course	Cr. Hrs.	Subject	Course	Cr. Hrs.	Subject	Course	Cr. Hrs.

ONLY THESE COURSES MAY BE USED TO MAINTAIN AND/OR REINSTATE FINANCIAL AID ELIGIBILITY.

6. Meet with your academic advisor/counselor to update your Student Education Plan (SEP). Attach a copy of your updated SEP. The advisor/counselor **must sign below.**

_____ Academic Advisor/Counselor's Printed Name

_____ Academic Advisor/Counselor's Signature

_____ Date

SECTION III: Students Certification

Your signature below acknowledges that you have read and understand the following restrictions: You **WILL NOT** be funded for courses other than those listed and approved on this form. If you receive funds for classes other than those listed on this form, your award may be reduced or cancelled (*may result in you owing money back*), and/or you may be disqualified from any further Financial Aid. **Additionally, you must complete all courses with a minimum 2.0 grade requirement ("C" or better).**

Electronic and/or digital signatures are not valid. This worksheet must have a wet signature and date to be valid.

_____ Student's Printed Name

_____ Student's Signature

_____ Date



A. Student Information

Student's Name: _____ FRC ID: _____

B. Student Instructions:

- 1) List all of your courses.
- 2) Take this form to each on-campus instructor during their posted office hours. For any online course(s), have your instructor(s) send an email to financialaid@frc.edu including your name, FRC ID number, course name, **and** whether or not you are making progress (passing with a "C" average or better) in your class(es).
- 3) Return the completed form to the Financial Aid Office.

C. Instructor Instructions:

- 1) For on-campus instructors, please check the applicable box (passing or not passing), sign, date, and return the form to the student.
- 2) For online instructors, please send an email to financialaid@frc.edu including the student's name, FRC ID number, course name, **and** whether or not the student is making progress (passing with a "C" average or better) in your class(es).

D. Course Progress Report Info:

Semester & Year: _____

Subject	Course #	Current Progress "C" average or better		Instructor Signature	Date Signed
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		
		<input type="checkbox"/> Passing	<input type="checkbox"/> NOT Passing		

E. Certification and Signature – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: _____ Date _____

This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.