

Southern University at New Orleans
Office of the Vice Chancellor for Administration & Finance
6400 Press Drive, Bashful Administration Building, Suite 301
New Orleans, LA 70126
(504) 286-5148 Phone
(504) 284-5473 Fax

FINANCIAL AID APPEAL PROCESS (FAA)

According to federal regulations, students who are denied financial aid based on unsatisfactory academic progress may appeal if one of the following applies:

1. Death or serious illness of an immediate family member.
2. Serious illness or injury to the student or to a dependent child;
3. or other traumatic life-altering events that may be considered by the Appeals Committee (natural disaster, incarceration, serious domestic problem, etc.).
4. Special circumstances that the student would like for the committee to consider (change of degree program, change of grade(s), academic amnesty, etc.).

Financial aid appeal requests must be submitted in writing to the Financial Aid Appeals Committee in the Office of the Vice Chancellor for Administration & Finance. **The final day to submit an appeal is the first day of class.** Appeals may not be accepted after this date. **Submission of an appeal does not guarantee financial aid reinstatement.** Further information can be obtained from SUNO's Web Site at www.suno.edu.

WHAT SHOULD YOU DO?

1. Obtain a Financial Aid Appeal Petition Form from the Office of the Vice Chancellor for Administration & Finance, Administration Building, Suite 301 or online.
2. Complete the Financial Aid Appeal Petition Form.
3. Complete letter (typed) stating the reason(s) for not maintaining satisfactory academic progress as outlined in the Satisfactory Academic Progress Policy and reason(s) you feel your financial aid eligibility should be reinstated. **Documentation supporting the reason(s) stated in your letter must be included.**
4. Obtain a copy of your **updated** transcript from the Office of Records, Bashful Administration Building, Room 212. There is no charge for the transcript request.
5. Return the completed petition form, typed appeal letter, documents, transcript(s) request, and academic action plan to Bashful Administration Building, Suite 301, Office of the Vice Chancellor for Administration & Finance.
6. FAAs are accepted July 1st for Fall semester appeals and November 15th for Spring semester appeals. **There are no Financial Aid Appeals for Summer.**

*****INCOMPLETE APPEAL PACKETS WILL NOT BE ACCEPTED*****

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FINANCIAL AID APPEAL PETITION

Name _____ SID#N _____

Local Address _____
Street Apt. #

City State Zip Code

Mailing Address (If different) _____
Street Apt. #

City State Zip Code

Cellular Phone # Home Phone # Work Phone # SUNO E-mail Address

Last semester of enrollment at SUNO _____

Semester for which you are seeking reinstatement of financial aid _____

APPEAL PACKET CHECKLIST

Please make sure that the following items are included in your appeal packet.

- Completed Appeal Petition Form
- Typed Appeal Letter
- Updated Transcript
- Documentation/Supporting Information
- Academic Action Plan
- Other _____

Specify

I have read and understood the financial aid appeal policies and procedures and hereby affirm that the information that I provided in this packet is accurately represented.

Student's Signature

Date