



If you have had extenuating circumstances that affected your ability to successfully meet the Financial Aid Standards of Academic Progress, you may appeal your withdrawn status. In general, extenuating circumstances were unknown as of the beginning of the trimester AND were not predictable.

Financial Aid Process for Reviewing an Appeal is as Follows:

1. Your statement, documentation and completed appeal form will be reviewed, along with past academic history. A decision will be made within 10 business days. If any part of this process is incomplete or documentation is not sufficient, the appeal will be denied.
2. If your appeal is approved, you will receive a letter outlining the requirements to maintain financial aid eligibility. You will be assigned a probationary SAP status and your academic progress will be monitored for one trimester; or, at the discretion of the Financial Aid office, you can be put on an Academic Plan in which you will be required to maintain a conditional status for three consecutive trimesters.
3. If your appeal is denied you will receive a letter of explanation. All decisions made by the appeal committee are **final**.
4. As part of the appeal process, a Study Skills Evaluation may be required. The Financial Aid office will contact you in regard to further instructions on how to complete this requirement. Failure to complete the evaluation (when requested) will result in automatic denial of your appeal.

Examples of Acceptable Third-Party Documentation:

Serious personal illness/injury for yourself or a person for whom you are the caregiver – provide a letter from your physician/psychologist that verifies the nature of the illness/injury, date of treatment sought and confirmation of medical release to return to classes. In the case of an illness/injury for a person whom you are a caregiver you must indicate the date that you will be able to return to class without having to assist in the recovery of your relative.

Unusual or catastrophic circumstance – submit documentation from a third party professional which can support your claim of circumstances that were beyond your control. Examples could include, but are not limited to:

- Police report
- Employer documentation
- Divorce decree or other legal records

Death of a close relative – include an obituary, death certificate, or funeral announcement that includes your name. If your name does not appear as a relative on the announcement, you must document your relationship with the deceased.

Maximum Time Frame (MTF) - you must include a letter stating that your Academic Advisor has permission to submit information related to a degree audit to the Financial Aid office. Please include in your statement why it has taken more than the allotted time to complete your degree.

Your Checklist:

- Completed Appeal form Student letter of explanation Third-party supporting documentation

Return completed Appeal and all documentation to:

Franklin University Financial Aid
201 S. Grant Ave
Columbus, OH 43215
Fax: 614.255.9478 Email: finaid@franklin.edu

This page of the appeal is FOR YOUR INFORMATION ONLY and should not be submitted to Financial Aid