



Standards of Academic Progress  
Financial Aid Withdrawn Appeal

If you had extenuating circumstances, you may appeal the withdrawn status for Financial Aid Standards of Academic Progress. In general, extenuating circumstances were unknown at the beginning of the trimester AND were not predictable. One example would be illness.

**Student Checklist - Steps To Appeal Financial Aid Withdrawal:**

1. Complete this form and attach a written statement of the extenuating circumstances with third-party supporting documentation.
2. Appeals will not be considered without:
  - this completed appeal form;
  - student letter of explanation; AND
  - third-party supporting documentation.
3. As part of the appeal process, a Study Skills Evaluation may be required. The Financial Aid office will contact you with instructions, if required.
4. Return the completed appeal and documentation to: Franklin University, Financial Aid  
201 S. Grant Ave.  
Columbus, OH 43215  
or fax to 614.255.9478

**Financial Aid Office Process For Reviewing An Appeal Is As Follows:**

1. Your statement, documentation, and completed appeal form will be reviewed, along with all past academic history. A decision will be made within approximately ten working days. If any part of this process is incomplete or documentation is not sufficient, the appeal will be denied.
2. Students whose appeals are approved will receive a letter outlining the requirements to maintain financial aid eligibility. All students whose appeals are approved will be assigned probationary status and their academic progress will be monitored for three trimesters.
3. Students whose appeals are not approved will receive a letter of explanation.

**IMPORTANT NOTES:**

*Any tuition and/or fees incurred during the appeal process are the responsibility of the student. Federal aid cannot be awarded for terms during which the student is not meeting academic standards of progress. Students whose appeals are approved regain eligibility no sooner than the term during which the appeal is approved.*

If you have any questions concerning this process, please contact your Financial Aid Associate at local 614.797.4700 or toll free 877.341.6300. If you are a CCA student, the toll free number is 888.341.6237.

**Instructions:**

Complete this form in black or blue ink, provide required supporting documentation, and sign and date this form. Include printed name and social security number on *all* documents.

.....

Last name

.....

First name

Franklin Student ID#

1. You must attach a letter explaining in detail the nature of your difficulty.
  - Indicate reason such as death, serious injury, illness, catastrophic event, or 150% maximum time frame.
  - Include all appropriate documentation. Only circumstances that can be documented will be considered for appeal.
  - In your letter, explain how your difficulty has been resolved and what measures you have taken to insure your academic success. Be as thorough as possible.

2. Check the applicable circumstance below and provide the requested documentation.

- If you are appealing due to a serious personal illness/injury...** provide a letter from your physician/psychologist (on office letterhead) that provides the following information:
  - 1) nature of the illness/injury;
  - 2) date treatment sought;
  - 3) length of treatment;
  - 4) if hospitalized, submit a copy of hospital statement;
  - 5) how illness/injury affected your academic progress;
  - 6) return to school statement from your doctor. You cannot submit an appeal until your physician/psychologist releases you to return to school.
  
- If you are appealing due to unusual or catastrophic circumstances...** submit a letter (on office letterhead) from a third-party professional (physician, psychologist, employer, attorney, business professional) which can support the reason for your appeal. This letter must include the following information:
  - 1) nature and date of your circumstances;
  - 2) his/her involvement in the circumstance;
  - 3) how the circumstance affected your academic progress.
  - 4) the date and trimester you will be capable of resuming class attendance.
  
- If you are appealing due to the serious illness/injury of a person for whom you are the caregiver...** You must provide documentation to show that you were unable to maintain satisfactory academic progress due to this illness or injury
  - 1) provide a letter from the relative's physician/psychologist (on office letterhead) which lists the following
    - a) nature of the illness/injury;
    - b) date treatment sought;
    - c) length of treatment;
    - d) if hospitalized, a copy of hospital statement;
  - 2) a letter from you stating how illness/injury affected you (why your assistance and subsequent absence from classes was mandatory) and the date and trimester you will be able to return to classes without having to assist in the recovery of your relative.
  
- If you are appealing due to the death of a close relative...** submit a copy of the death certificate, obituary, or funeral announcement. If your name does not appear as a relative on the announcement, you must document your relationship to the deceased (e.g., if your parent passed away, highlight your parent's name in the announcement and provide a copy of your birth certificate). If you are unable to provide this information, please contact a Financial Aid Associate to discuss other possible documentation. **Note: A close relative is defined as child, spouse, parent, sibling, or grandparent.**
  
- If you are appealing due to 150% Maximum Time Frame...** submit a letter requesting to have credit hours reviewed for the following reasons:
  - 1) Transferred from another school and all credits transferred do not apply to your current program of study (major) at Franklin.
  - 2) Your program of study (major) changed and hours earned may apply to your previous major, not your current major.

I certify that all information and documentation I have submitted pertaining to this appeal is true.

✍ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Below is for Office Use Only:

<input type="checkbox"/> <b>Approved, beginning with</b> _____ / _____ <b>term</b>	<input type="checkbox"/> <b>Denied</b>	<b>Date:</b> _____	<b>FA:</b> _____
<b>Reason approved or denied:</b>			
<input type="checkbox"/> AA code added <input type="checkbox"/> FASI Comments <input type="checkbox"/> CRI <input type="checkbox"/> Sap status updated <input type="checkbox"/> Routed to RPK, if needed <input type="checkbox"/> Routed for Letter	<input type="checkbox"/> <b>Special Terms in addition to Standard Terms on the SAP letter (write out):</b> _____ _____ _____	<input type="checkbox"/> <b>MTF; AND</b> <input type="checkbox"/> <b>Satisfactory or</b> <input type="checkbox"/> <b>Probationary</b>  <b>Calc for MTF:</b> _____ _____	