

## SECTION I: STUDENT INFORMATION

Federal regulations require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress must be made after each payment period and before the university disburses any federal aid funds for the subsequent semester. Students who are not meeting the published standards will not be eligible to receive aid from any federal or state aid program. The guidelines can be found in the Related Links section at this link: <a href="www.newschool.edu/studentservices/financialaid/apply">www.newschool.edu/studentservices/financialaid/apply</a>. Please complete and return this form to the Financial Aid Office by Mail, Fax, or Email.

Student Name:	DC	OB:
Student Email:	<u>@newschool.edu</u> Student	ID: <b>N</b>

# SECTION 2: SATISFACTORY ACADEMIC PROGRESS REQUEST FOR REVIEW

You have the right to appeal any decision of ineligibility to continue to receive financial assistance. Your appeal must be filed within 30 days of notification that aid eligibility has been lost, and it must be made in writing to the Director of Financial Aid. The appeal may not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some unusual situation or condition which prevented you from passing more of your courses, or which necessitated that you withdraw from classes. Examples of possible situations include documented serious illness, or severe injury, or death of a family member. If you do not have grounds for an appeal, or if your appeal is denied, you may be able to regain your eligibility for future semesters. This is done by enrolling at The New School at our own expense – without federal (or state) financial assistance.

If you wish to appeal, please follow the instructions below. Complete this form and attach the following documentation:

### 1. LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:

You must provide a signed letter of explanation detailing the date the problem occurred, the nature of the problem, how your studies were affected, and how the problem was resolved.

#### 2. REQUIRED SUPPORTING DOCUMENTATION:

- If you have not earned enough hours based on the number of hours you have attempted and/or have a GPA that is below 2.00 after 4 semesters (undergraduate students) a letter of support is required from someone who knows of your situation.
- If you or an immediate family member experienced a serious injury, illness or mental health condition attach a statement from your physician or mental health professional, reflecting date(s) of occurrence/treatment.
- If you experienced the death of immediate family member attach a copy of the death certificate, paper obituary/link to online obituary, or statement from physician.
- If you experienced other circumstances beyond your control attach documentation supporting your situation.

#### REMEMBER: All appeals MUST include the following:

- 1. This Appeal Form
- 2. Signed Letter of explanation
- 3. Any relevant supporting documents

The Financial Aid Appeals Committee will review everything that you submit. The Committee will send its decision within 10 working days to your New School e-mail address.

### SECTION 3: PRINT AND SIGN THE WORKSHEET

certify that I have read the Satisfactory	Academic Progress	<b>Policy</b>	Guidelines,	which are	available i	n the	Related	Links s	section	at
http://www.newschool.edu/studentservic	es/financialaid/apr	oly/								

Student	Date