

# INDIANATECH

Financial Aid Office  
1600 East Washington Blvd  
Ft Wayne, IN 46803  
Email: [financialaid@indianatech.edu](mailto:financialaid@indianatech.edu)  
Fax: (260) 422-1578

## Appeal for Financial Aid Reinstatement

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_

(Street, City, State, ZIP)

Federal law requires all students who receive financial aid to make Satisfactory Academic Progress (SAP) toward their degree. Students not meeting these standards have the right to appeal this status if special circumstances such as illness, injury, death of a family member, or other extenuating circumstances prevent the student from meeting these requirements. Please complete this form and submit a typed explanation with any relevant documentation to support your statement.

### In order to appeal, you must:

1. Complete the top of this form and attach typed responses to the following statements:
  - a. Explain the circumstances that **contributed to you not maintaining Satisfactory Academic Progress**. If your difficulties resulted in poor performances in more than one semester, you must explain the factors that contributed to the deficiencies over the entire period, not just the most recent period.
  - b. State why you believe it is possible for you to improve upon maintaining Satisfactory Academic Progress and identify any corrective action you have taken or will be taking. **Include appropriate supporting documentation if applicable.**

### Supporting documentation can be very helpful:

While not necessary for an approved appeal, third party documentation gives your appeal a much greater chance of being approved. This documentation comes in many forms, but some examples are:

- a. In cases of illness: letter from physician corroborating illness, length of recuperation and your ability to be successful in a school setting.
- b. In cases of death: obituary, death certificate, newspaper article.
- c. Letters of support from your academic advisor, instructors, or other university employees that are aware of your situation and you have worked with in the past.
- d. Other: third party, professional documentation that covers the time frame of your indicated difficulty.

Responses to these items should be typed and submitted with this form. Completed forms and documentation may be sent to the Financial Aid office via email ([financialaid@indianatech.edu](mailto:financialaid@indianatech.edu)), via fax (260-422-1578) or mailed to the address above. The committee typically meets multiple times before each session/semester, so expect your results approximately 3-10 days before the period begins.

**I CERTIFY THAT ALL INFORMATION AND DOCUMENTATION I HAVE SUBMITTED PERTAINING TO THIS APPEAL IS TRUE AND ACCURATE.**

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_