



**FINANCIAL AID OFFICE**

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## 2023-2024 Academic Progress Financial Aid Appeal

Student's name: \_\_\_\_\_ La Salle University ID#: \_\_\_\_\_

In order to maintain your eligibility for Federal and institutional financial aid, all students must maintain the following standards of academic progress as outlined below.

1. A student must successfully earn 67% of all attempted credits at the end of each academic year.
2. All students are also required to achieve the cumulative grade point average of 2.0 to continue receiving Institutional and Federal financial aid:

If a student fails to meet both of these standards, then the student loses his/her eligibility for Federal and institutional financial aid.

### Appeals

Please select one of the following reasons for your appeal.

\_\_\_ Death of a relative - Please provide documentation

\_\_\_ Injury and illness of student - Please provide documentation

\_\_\_ Special Circumstances

### Appeal Letter

To Whom It May Concern,

#### 1st Paragraph – What happened?

Entered response here:

*Example: My mother fell ill with stage 3 breast cancer during January of 2023. My mother needed assistance getting to and from doctor appointments, receiving chemotherapy, and general day-to-day needs. While I was able to maintain my attendance in each class, I was unable to successfully complete my homework and set aside adequate time to study.*

## 2nd Paragraph – How will this change?

Enter response here:

*Example: Fortunately, I have a great academic advisor, Dr. Cook, who has helped me create an execution plan for the upcoming semester. We scheduled classes for Monday-Thursday, so I can spend Friday-Sunday at home taking care of my mom. We also scheduled only afternoon classes on Monday, so I can spend a full three nights at home. We will splurge to have a nurse take care of my mom during the week, which will allow me to de-stress, and have time for homework and studying. I will be spending Tuesday and Thursday evenings in the student center, and Mondays in the library with a new study group I just joined. I also cleared out the basement in my house to create a quiet study space at home as well.*

## 3rd Paragraph – Documentation

Enter response here and attach documentation:

*Example: Please find attached the following documents:*

- *Doctor's note confirming my mother's illness*
- *Copy of the execution plan I created with my advisor, Dr. Cook*
- *Statement from the Student Center*

*Please let me know if I need to provide other documents or information.*

*I appreciate the consideration.*

*Student Name*

**\*Important Note:** If the Dean's Office places you on suspension limited load non-degree status, then you become ineligible for all financial aid even if this appeal is approved.

## Next Steps:

1. It is recommended that you meet with the Assistant Dean of your School, Graduate Program Director, or Academic Advisor to review this document.

2. Student should forward this document to the Financial Aid Office for review. To send documents via a secure link: <https://sendsecure.xmedius.com/r/2ba96822f2104ad2b79dbba706c3d788>

After the Academic Progress Committee reviews the appeal, they will contact you via your La Salle email address. If your appeal is granted, it will be for one term of financial aid probation and you will be informed of the academic plan for which you must adhere in order to maintain your eligibility for Federal and institutional financial aid.

If you have not made academic progress for PHEAA State Grant, you must contact PHEAA directly by calling 1-800-692-7392.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

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