



Financial Aid Office

125 South 2nd St. Arkansas City, KS 67005
Phone: 620.441.5304 | Fax: 620.441.5575
Email: financialaid@cowley.edu

Cowley College Financial Aid Appeal Form

Please fill out this form completely. **Incomplete forms will not be considered. All documentation / information to be considered must be submitted with your appeal form.** You will be notified by e-mail of the decision to both your personal email on file and your Cowley student email. **Please allow 10-14 days to process.**
Appeals are due by OCTOBER 31st for Fall consideration and MARCH 31st for Spring Consideration.

Name: _____ Cowley ID: _____

1. What degree/certificate are you seeking at Cowley? _____
Major must match what you have reported to the Registrar's Office. To update your major, please log into Cowley Connect.

2. Will you be: _____ Receiving a Degree from Cowley OR _____ Transferring to: _____

3. Checklist for appeal completion:

- _____ Complete and attach a **typed** letter that addresses the following:
 - Indicate why you failed to maintain satisfactory academic progress.
 - Include appropriate documentation to support your explanation including physician statement, statement from other professionals, obituary, etc. If no documentation is included in the appeal, realize that this can have a negative impact on the outcome.
 - Include how your situation has changed and what you will do to improve your grade point average and/or increase your completion rate.
 - NOTE: It is assumed that any student filing an appeal is doing so based on the need for financial aid. Therefore, do not discuss your need for financial aid as part of your rationale for reinstatement of federal financial aid.

_____ Complete and attach an Academic Plan. This plan should include a complete listing of the classes required for you to complete the degree/certificate you are seeking. You must meet with an academic advisor to review and discuss this plan. A signature from an academic advisor will be required as well as your signature showing that you agree to the plan outlined for you. Failure to attach a signed degree plan may result in your appeal being denied.

_____ All official transcripts from previous colleges **must** be on file before you submit this appeal.
If transcripts have not been received, your appeal will not be considered.

Cowley does offer academic support such as tutoring services, study skills and accessibility services. To review these services, please visit our website at: cowley.edu/learn-at-cowley/academic-support

I verify that the information provided in this appeal is true and accurate. I understand that I am responsible for meeting payment deadlines while waiting on an appeal decision and that the approval of my appeal is not guaranteed. I acknowledge that decisions on appeals are made on a case-by-case basis. If my eligibility for federal financial aid is reinstated, I understand that I will be expected to make academic progress and failure to meet academic progress will result in the loss of my financial aid eligibility.

Student Signature _____
Date

-----**FOR OFFICE USE ONLY**-----

Date Rec'd _____ Denial from: Fall _____ Spring _____ Summer _____ CC Hrs _____ Tran Hrs _____

AHrs _____ EHrs _____ GPA _____ LEU _____ Sub _____ Unsub _____ **Total** _____

Student Past Due Account Balance: _____

Approved Denied NOTES: _____
