

Vincennes University

Appeal of Financial Aid Suspension

Step 1: Fill in the following information (please print neatly):

Name _____ Student ID #: _____

Street or dorm room _____

City, State & Zip code _____

If you provide e-mail address, land line phone, or cell phone, we can contact you more quickly:

E-mail address (Please print neatly) _____

Telephone _____ Cell phone _____

Step 2: Understand your situation.

You have received a letter of suspension for one of the following reasons:

- while you were on financial aid probation during your most recent semester of enrollment, either you met the conditions of your contract, but your cumulative totals are still below standards, or you did not finish all the courses you attempted with at least a 2.0 semester GPA; **or**
- your aid was suspended during an earlier semester and either your appeal was denied at that time or you did not appeal at that time; **or**
- your total cumulative number credits exceed 150% of the number of credits required to earn the degree or certificate you are working toward.

Step 3: Attach the explanation of your appeal.

- If you have met the conditions of your financial aid contract, point out that fact.
- If you have attempted more than 150% of the credits required for your degree, request that we examine your transcript to see if we can exclude some credits from your total.
- If you have not met the conditions of your contract or want to appeal an earlier suspension, **provide an explanation of the serious reasons** that prevented you from meeting the academic standards **and describe your plan for improving your academic performance.** Serious reasons include extended or untimely illness, a death in the family, or some other serious personal or familial situation.

Step 4: Attach documentation of your explanation of serious reason. Examples of acceptable documentation: for an illness or hospitalization - a relevant diagnostic statement or billing statement from a health care provider; for a personal or family problem - a signed statement from an objective third party familiar with your situation; for a death in the family – a death certificate, memory card, or copy of a newspaper obituary that shows the relationship between you and the deceased.

Step 5: Sign and date the following statement:

I certify that the explanation and documentation I have attached truthfully describe my circumstances. I understand that if I have purposely provided false or misleading information or documentation, I am subject to permanent loss of financial aid, fine, or other serious punishment from Vincennes University, the State of Indiana, or the U.S. Department of Education.

Signature _____ Date _____

Step 6: Submit this form, your explanation, and the documentation to the financial aid office at the window, by postal mail, or by fax within three weeks of receiving this form.

Financial Aid Office
1002 North First Street
Vincennes, IN 47591

FAX: 812-888-4261

Questions? Come to the financial aid office, call 812-888-4361,
or e-mail FA@vinu.edu