



New Mexico Junior College

NMJC Student ID or SS# _____

Student Name _____

Office of Financial Aid
1 Thunderbird Circle
Hobbs, NM 88240
Office (575)392-5172
Fax (575)492-2559

2018-2019 Satisfactory Academic Progress Suspension Appeal Form

Daytime Phone _____ Email _____

Major _____ Expected Graduation Date _____

Appeal Reason: Medical ____ Personal Emergency ____ Other _____

By signing this form (reverse side), I am requesting that my aid be reinstated for my next term of enrollment if the appeal is granted.

Reason for Financial Aid Appeal (Check One) and include the required documentation:

_____ **Academic Progress** - Appeal for reinstatement of financial aid due to poor academic progress as outlined in the Financial Aid Satisfactory Academic Progress Policy.

Please attach:

- A typed letter of appeal that describes the extenuating circumstances that impacted your academic performance AND a detailed explanation of at least three ways you plan to ensure your future academic success.
- In addition to this appeal form and letter of appeal, you *must* (if applicable) submit documentation from an objective third party professional to support your appeal statement. Examples of an objective third party professional include: physician, counselor, lawyer, social worker, teacher, religious leader, medical records, birth certificate, death certificate, divorce decree, etc. *Please note that family members, friends, and NMJC employees are not considered an acceptable third party. If the Third Party Documentation is a letter from a professional (example – doctor, pastor, lawyer, etc.) it must to be on letterhead and signed with a wet signature.

_____ **Time Frame for Financial Aid Programs** – Appeal for extension of the 150% time frame limit for financial aid. You have exceeded the time frame limit of attempted credit hours without receiving an Associate’s Degree OR are unable to complete your degree at NMJC before reaching the 150% timeframe OR you are requesting to be considered for aid for a second Associate’s Degree.

Please attach:

- A typed letter of appeal that describes why you did not accomplish an Associate’s Degree within the 150% timeframe, including extenuating circumstances that impacted your academic progress OR if appeal is for aid for second Associate’s Degree, a letter describing why you are seeking aid for a second Associate’s Degree instead of continuing on to pursue a Bachelor’s Degree.
- If requesting approval for aid for a second Associate’s degree, provide proof of the degree or have an awarded NMJC Associate’s Degree on file.
- You are required to see an advisor to obtain a signed degree plan of the Associate’s Degree you are seeking at NMJC, outlining the courses you have completed toward your degree and



New Mexico Junior College

the courses still needed to complete your degree. Submit the original signed degree plan with this appeal, but retain a copy for your records.

- In addition to this appeal form and letter of appeal, you *must* submit (if applicable) documentation from an objective third party professional to support your appeal letter, if you have cited extenuating circumstances to be the reason you have not completed your Associate's Degree within the required timeframe. Examples of an objective third party professional include: physician, medical records, counselor, lawyer, social worker, teacher, religious leader, birth certificate, death certificate, divorce decree, etc. *Please note that family members, friends, and NMJC employees are not considered an acceptable third party. If the Third Party Documentation is a letter from a professional (example – doctor, pastor, lawyer, etc.) it must be on letterhead and signed with a wet signature.

The following questions regarding your student loan indebtedness and Pell Grant Lifetime Eligibility Used (LEU) will not impact your financial appeal but are asked to insure YOU understand Pell Grant is limited, as well as your loan repayment status and indebtedness. You must answer all of the following questions or your appeal application will not be processed.

Use the website below to determine the answers to the following questions:

What is your Pell Grant Lifetime Eligibility Used (Pell Leu)? _____

Did you know the Pell Grant Lifetime Eligibility is limited to 600%? YES or NO

Have you ever received a student loan? YES or NO

If you have received a student loan, who is your loan servicer or lender? _____

If you have received student loans, what is your total loan indebtedness? _____

(If you do not know your Pell Grant LEU, loan servicer, or the amount you owe, you can find out at https://www.nslsds.ed.gov/nslsds/nslsds_SA/. Select Financial Aid Review, accept, and log in using your FSA ID.)

Please be aware that NMJC financial aid advisors are available to assist you with any questions you may have about student loans, including loan repayment issues and your Pell grant Lifetime Eligibility limit. NMJC financial aid advisors will still be available to assist you even after you are no longer enrolled as a student at NMJC, so please feel free to call with any questions you may have 575-392-5172 or email financialaid@nmjc.edu.



New Mexico Junior College

Please read and sign the following before submission to the Office of Financial Aid:

The Financial Aid Committee will meet prior to the start of each semester. Due to the process, you may not be notified of the Committee's decision until after classes have started. Students submitting appeals for reinstatement of financial aid eligibility need to make arrangements for payment of tuition, fees, and books. If you are approved for reinstatement of financial aid, your file will be processed in the same manner as all financial aid files. Your file will not have special handling due to your appeal. Your signature indicates that you are aware of all documents required to be submitted, the deadline dates, and your responsibility for payment for tuition, fees, and books.

By signing this worksheet, I certify that all the information reported in my appeal are complete and correct. Because this information may affect federal aid eligibility, purposely giving false or misleading information may cause you to be fined, imprisonment, or both. I understand any false information may be cause for the denial of my appeal.

You will be notified by email to your NMJC email account within 48 hours of the appeal committee's decision. If you do not receive a response within the time expected, please contact the office of financial aid.

Your signature must be handwritten; typed and electronic signatures are not acceptable.

Print Student Name _____ NMJC Student ID or SS# _____

Student Signature _____ Date _____



Priority Deadline

Please submit appeal forms by dates listed below to ensure your appeal is processed before classes begin.

- Fall 2018 Semester – August 13, 2018
- Spring 2019 Semester – January 7, 2019
- Summer 2019 Semester – May 20, 2019



Financial Aid Office Use Only:

Completion rate _____ GPA _____ Max Hours _____ Attempted Hours _____

Approve _____ Deny _____ Table _____ Comments _____