



HINDS COMMUNITY COLLEGE

FINANCIAL AID LETTER OF APPEAL

Please print, sign and return all copies to appropriate campus dean. FAX 601.857.3605 or mail Financial Aid Appeals to Financial Aid Appeals Office, PO Box 1100, Raymond MS 39154

Name _____ College ID# or SS# _____ Mailing Address _____

City, State, and Zip Code _____ Telephone Numbers: Work or Cell _____ Home: _____

CAMPUS LOCATION (Check one): Raymond Campus Jackson-Academic/Technical Center Rankin Campus
 Utica Campus Jackson-Nursing/Allied Health Center Vicksburg-Warren Campus

PROGRAM OF STUDY/MAJOR _____ ANTICIPATED DATE OF GRADUATION _____

Release statement: *I grant permission to the members of the Appeals Committee to review my College records.*

Signature _____ Date _____

****Documentation must include a written plan for success listing required courses to take to graduate and an explanation of what has changed in the student's circumstances that will allow him/her to succeed. Appeal must include explanation and documentation for every D, F, I, and/or W.****

Appeal Statement ALL documents must be provided by the student before the appeal will be processed.

Date Appeal Approved _____

Date Appeal Denied _____

NO F's, W's, D's or I's to receive future semester of financial aid.

No documentation or documentation is incomplete.

You must ONLY take required classes as listed in your "Plan for Success" to graduate.

You are welcome to attend and pay your own fees. The College provides a payment plan for Fall and Spring. Contact the Business Office.

District Director of Financial Aid _____

APPEAL INSTRUCTIONS: PLEASE READ CAREFULLY, AS ALL INFORMATION MUST BE INCLUDED IN ORDER FOR YOUR APPEAL TO BE CONSIDERED.

To file a financial aid appeal you must:

- (1) Complete the Letter of Appeal form by explaining the extenuating circumstance(s) that caused you to have low grades or withdrawals (examples: death in the immediate family, serious illness, etc.)
- (2) Explain in the appeal what has changed in your circumstances that will allow you to succeed.
- (3) Provide documentation (examples: copy of death certificate, letter from Doctor with specific dates and illness, etc.) Please note the importance of including documentation. Due to the high volume of financial aid appeals processed each month, the Financial Aid-Appeals Office will not reprocess denied appeals for which documentation was not included the first time.
- (4) Submit a "Plan for Success" listing required courses to take to graduate. To meet this requirement you may go to www.hindscc.edu, access the Online Catalog, click on "Programs of Study", and choose your degree type (academic, career, or technical). Print an articulation/transfer guide or list of courses needed for your major and indicate on the guide which classes you have taken (and the grade received), and the hours remaining in your degree.
- (5) Complete the attached form. Print, sign the document, and bring it to any campus dean's office or fax it to the Financial Aid Appeals Office.

**Financial aid appeals are processed in the Financial Aid Appeals Office.
Phone: 601.857.3959 / Fax: 601.857.3605**