Office of Student Financial Assistance
Financial Aid Satisfactory Academic Progress Appeal Form

Delgado students are required to have a mitigating circumstance in order to apply for an appeal.

Note: A mitigating circumstance is an unusual, unexpected, or non-recurring event beyond the student’s control. Examples of mitigating circumstances for which an appeal may be filed include, but are not limited to, personal illness, injury, undue hardship, or death in the student’s immediate family.

Please make sure to add your name and LoLA number on each page you submit with your appeal form.

Student Name ________________________________
LoLA Number ________________________________
Email Address ____________________________________________________________
Phone Number ________________________________ Semester & Year _____________
Campus/Location Attended __________________________________________________

Please answer the following questions on a separate sheet of paper. Your answers may be typed or legibly handwritten. Failure to answer the questions and provide required documentation will result in denial of application.

1. Provide a statement detailing the mitigating circumstances that caused you to perform poorly or not complete your degree in the timeframe allowed and how it affected your performance.
2. Provide a statement explaining the steps you have taken to remove your mitigating circumstances and explain whether the circumstances have been removed.
3. Provide a document that supports or backs up the statements above. This can be a birth or death certificate, doctor’s statement, fire or police records, hospital bills, a letter from a 3rd party or relative, letter from an employer, an obituary notice or any other legal or 3rd party document that supports the written statement attached. PLEASE ATTACH THE DOCUMENT

Types of Documents: Please check all applicable documents that you are attaching to your appeal.

Birth Certificate ____________________________ Fire Department Reports ____________________________ Medical Records ____________________________
Death Certificate ____________________________ Hospital Bills ____________________________ Obituary Notice ____________________________
Doctor’s Statements ____________________________ Letter from 3rd Party/Relative ____________________________ Pictures ____________________________
Hospital Bills ____________________________ Letter from Employer ____________________________ Police Reports

Other ____________________________

Student Acknowledgement:

• I hereby request that my case be reviewed for possible reinstatement of my financial aid.
• I have attached all documentation needed to explain my mitigating circumstance.
• I understand that only exceptional cases which can be documented will be approved. I have attached such documentation: i.e., doctor’s statements, death certificates, bills, etc.
• I also understand that I am responsible for any balance on my account and I agree to make necessary payments in the event my satisfactory academic progression application is not approved.
• I understand that all appeals must be submitted by deadlines listed on www.dcc.edu. Appeals submitted after the final deadline will NOT be reviewed.

Student Signature ____________________________ Date ____________________________