



INDIAN RIVER STATE COLLEGE

FINANCIAL AID PETITION REQUEST INFORMATION SHEET (PLEASE READ CAREFULLY)

You are requesting special consideration by the Financial Aid Office and the Scholarship and Loan Committee to have your Financial Aid suspension reconsidered. Reasons for reconsideration may include special one-time circumstances, such as an emergency, illness, etc., that have affected your progress toward completion of your education. You must completely fill out the attached petition form; an incomplete form will not be considered. Additionally, you must show that the problem that caused your Financial Aid suspension has been resolved, and is not likely to occur again.

Federal and State guidelines are very specific in stating that a student must show constant and continued progress in completing their educational goal. Special exceptions may be granted in rare cases where circumstances, beyond a student's control, have interrupted progress toward the educational goal.

You can petition ONCE (1) per Academic Year. Our academic year is Fall, Spring, and Summer; which runs August through July.

The decision by the Financial Aid Office and Committee is final and cannot be appealed.

In order for your petition to be heard, you **MUST**:

- Complete Petition for Reinstatement in its entirety, incomplete forms will be returned.
- **Provide documentation of your special circumstance(s) that caused your suspension.** Federal rules require that documentation **MUST** be provided for all appeal considerations.
 - **Documentation must cover all semesters in which you failed and/or withdrew.**
 - **Documentation is not returned, so please submit copies only.**
- Submit your petition through the **Student Financial Aid App** in Workday available through your PioneerPortal.
- If approved, you will be required to follow a Financial Aid Plan that will be prepared for you by an advisor (this does not include Bright Futures recipients), that requires you to complete all classes with C's or better (no Fs, I's, U's or W's) among other requirements.

Process: Appeals that are submitted with all supporting documentation will be submitted to the committee for review. The committee meets twice a month, so the process can take up to three weeks, depending on when the student submitted a completed petition packet for review. Incomplete petitions will not be submitted and will delay the process for the student.

Notification: The Financial Aid Office will notify the student of the committee's decision in writing, via email. **An approved petition does not guarantee a replacement of all previously awarded Financial Aid.**

Confidentiality: All students are reminded that information submitted for Financial Aid petitions and any other information IRSC possesses about a student, is confidential. Information regarding this petition will only be discussed or released to that student. We reserve the right to request proof of identification.

PETITION FOR REINSTATEMENT OF FINANCIAL AID/SCHOLARSHIPS

Appealing for reinstatement of (check all that apply):

☐ Financial Aid ☐ Promise Program ☐ Bright Futures ☐ Other (Name) _____

Semester appealing for (check one): ☐ Fall ☐ Spring ☐ Summer Academic Year: _____

IRSC Student ID #: _____ Cell/Mobile Number: _____

Student Last Name: _____ First Name: _____ Middle Initial: _____

Student Statement - DO NOT LEAVE BLANK (Attach additional sheet if necessary- no more than one page). Explain in detail what caused you to lose your Financial Aid. You must provide documentation of any special circumstances you describe with this petition at the time it is submitted.

Please list below, supporting documents including dates of occurrence submitted with this petition. This documentation must cover the semester(s) that caused your suspension.

1. _____ 3. _____
2. _____ 4. _____

Please explain how your situation has changed and/or what you have done to ensure that you will meet all Standards of Satisfactory Academic Progress (SAP) in the future – DO NOT LEAVE BLANK.

I understand that if this petition is approved, I must maintain eligibility by following the Financial Aid Plan that will be developed for me in order to continue receiving Financial Aid for more than one semester.

Student Signature: _____

Date: _____

FOR OFFICE USE ONLY: ☐ Approved ☐ Denied ☐ Pending

Comments: _____