Appealing your Ineligibility for Financial Aid

You have the option of appealing your status if you have been determined to be ineligible for financial aid for any of the following reasons:

1) Your cumulative and/or current semester GPA is below a 2.0;
2) You did not successfully complete at least 75% of all attempted courses (this would be inclusive of any approved concurrent enrollment);
3) You have attempted 140 or more credits which would be inclusive of any transfer credits. *Our office will fund a student up to a maximum of 180 credits. However, we need to insure that you are matriculating at an adequate pace so that you will have sufficient aid to fund you through graduation.*

The appeal process is as follows:

1) Complete the *Satisfactory Academic Progress Appeal Form* clearly explaining the circumstances that prohibited you from making satisfactory academic progress and attach any applicable supporting documentation.
2) Log in to the *USA Funds Life Skills Student Guide* at [www.lifeskills.org](http://www.lifeskills.org) to complete 1 of the 3 Lesson Challenges indicated below: (You will be required to register when first accessing this site. See instructions for accessing the website at [www.uhwo.hawaii.edu/financialforms](http://www.uhwo.hawaii.edu/financialforms).)
   a. Lesson #201: How Do I Achieve My Goals?
   b. Lesson #204: How Do I Manage My School Life?
   c. Lesson #205: How Do I Manage My Personal Life While I Am in School?
3) Print a transcript of your completed Lesson Challenges and be sure to attach to your appeal.
4) Schedule to review your appeal with an academic advisor. **Be sure to bring your letter, completed appeal, and additional documents to your appointment.**
5) After you have completed your appeal and met with an academic advisor to sign all appropriate forms, submit your appeal & supporting documentation as well as a copy of your Lesson Challenges transcript to the Financial Aid Office no later than **ONE** month after the date posted on your letter of ineligibility OR no later than one week prior to the last day to 100% withdraw of the semester for which you are requesting reinstatement of your financial aid eligibility, whichever comes first.

**IMPORTANT**

- If you had previously submitted an appeal in the preceding term which had been approved, but you had failed to meet the terms of your reinstatement; **no further appeals will be considered by our office** until you have demonstrated that you can meet the UHWO satisfactory academic progress (SAP) requirements **without** any financial aid. Essentially, you would need to pay for a semester/term at a minimum enrollment of half-time at UHWO (6-credits) out of your own pocket and insure that you successfully complete all attempted courses with a current **and** cumulative GPA of a 2.0 or better. At such time you are able to meet the SAP requirements, you may submit an appeal to request reconsideration of your ineligible financial aid status.
Clearly explain the circumstances that prohibited you from making academic progress during your last enrollment at UHWO. You must address the term or terms that were affected. Attach any supporting documents (e.g. doctor’s note, etc.). If additional space is needed, continue on the back or attach another page. Please PRINT or TYPE.

* ** DEADLINE for submittal of this form is one month after the date posted on your letter of ineligibility OR one week prior to the last day to 100% withdraw of the semester for which you are requesting reinstatement of your financial aid eligibility, whichever comes first. ***

- I did not meet satisfactory academic progress during my last enrollment period at the University of Hawai‘i–West O‘ahu and I am appealing this decision for the following reason(s):

- Why do you believe you are now able to meet satisfactory academic progress? [Explain what has since changed that will enable you to succeed.]

By submitting this appeal I am requesting that the UHWO Financial Aid Office reconsider my ineligible status based on the circumstance(s) stated above and the supporting documentation provided. I understand that submittal of this appeal does not guarantee reinstatement of my financial aid and acknowledge that the decision regarding this appeal is final. Furthermore, with my signature, I am certifying that this statement is true.

Student’s Signature _______________________________ Date __________

I have met with the student and have discussed what needs to be done to ensure that Satisfactory Academic Progress is maintained for future terms.

Advisor’s Signature _______________________________ Date __________