



GENERAL APPEAL FORM

EITC Financial Aid Office
Phone: (208) 524-3000
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Fax: (208) 525-7026
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1600 S. 25th E. Idaho Falls, Idaho 83404

Student's Name _____ SSN _____
(Please Print)

Every effort has been made to handle your application according to the rules, deadlines, requirements for equity, and availability of funds. If you wish to appeal the decision regarding your financial aid application or award, you must complete this form. Be specific and detailed. **You must attach documentation when necessary** to support your appeal (e.g. statements from employer, physician, transcript of grades, or other related information to appeal).

I. What is your appeal?

- Reinstatement financial aid due to Financial Aid Probation (SAP).
- Reinstatement financial aid due to Medical withdrawal.
- Other: _____

II. My reason for making this appeal is (use additional pages if needed):

III. Student Certification

I certify that all statements in this appeal and all verification documents are true and accurate. I understand that I must provide and I agree to provide verification of statements I have made. I agree to the terms of the appeal process (see reverse), and understand that if documentation is not attached or sufficient, or this appeal is not signed, it will be returned as incomplete.

Student Signature

Date

Office Use Only	
Comments:	PE _____ AP/AS _____
	Denied _____ Approved _____
	Initials _____ Date _____

Policy

The Financial Aid Office will accept requests for special consideration. We will exercise professional judgment only in cases of most unusual and well-documented circumstances, even if there are limitations and prohibitions that will be imposed.

Requests for Review

The Financial Aid Office will consider written, documented requests from students who wish to be exempt from the regular terms and conditions of the law.

June 1 is the last date on which such requests must be received for the program year. A Financial Aid Committee or a Financial Aid Administrator will review all requests for special consideration.

Documentation

Student Responsibility

The student is responsible for submitting all pertinent documentation with the request for special consideration or with the appeal. Further, the student is responsible for submitting any documentation requested by the Financial Aid Office during the review.

Documentation must be credible. Copies of official forms are acceptable. Third party documentation is acceptable, but must come from “officials” or community leaders (e.g. clergy, counselors, social workers, etc.) who are in a position to know about a student’s situation. Letters or statements must be written on agency/business letterhead or be notarized.