You must submit a typed request to reinstate financial aid eligibility after a failure to meet Satisfactory Academic Progress (SAP) standards. You are not eligible for further financial aid until a successful appeal has been approved and an academic plan is in place. **Please include your name and student id (T#) on all submissions.**

**STUDENT RESPONSIBILITIES**

- Appeal letters must be submitted to the Financial Aid Office in one of the following ways:
  - E-mail: fa.help@atu.edu
  - Fax: (479) 964-0857
  - Mail:
    105 West O Street
    Brown Hall, Suite 206
    Russellville, AR 72801
- Appeal letters must be received by the deadlines listed below, if you fail to meet the deadline, you must also have a payment plan in place with the Student Accounts Office before your appeal will be reviewed.
  - July 27, for the fall term; or
  - January 5, for the spring term; or
  - As soon as possible for summer term.
- To sign up for the payment plan, log into OneTech, click on Tuition & Aid, then on the Payment Plan Options box, finally, click on Setup/Manage Payment Plan.
- Appeal letter must be typed.
- Appeal letter must describe the circumstances which caused you to be in violation of the policy and how your situation has changed to enable you to return to compliance.
- Appeal letter must include what terms you will attend and your status for each term if you will not be full-time. For example:
  - 12+ hours = Full Time
  - 11-9 hours = ¾ Time
  - 8-6 hours = ½ Time
  - 5 or below = Less Than Half Time
- Students who submit an appeal letter must have a FAFSA on-file before the appeal will be forwarded to the Financial Aid Appeals Committee.
- Submit any supporting documentation which verifies the circumstances referenced in the appeal letter. This is not required, but strongly recommended.

Notification of decision of the appeal committee will be sent to the student via your official ATU e-mail address. If the appeal is approved, you will also receive an academic plan which details what steps you must take in order to return to compliance. A signed copy of the plan must be received in order for your aid to credit. A copy of your academic plan will also be sent to your advisor to assist with future academic advising.

**Standard SAP Summary:**

<table>
<thead>
<tr>
<th>Classification/Level</th>
<th>Maximum Time to Degree</th>
<th>Completion Percentage</th>
<th>Required GPA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>150% of Published Program Length</td>
<td>67% of all courses attempted</td>
<td>2.0 cumulative</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>90 attempted hours</td>
<td>67% of all courses attempted</td>
<td>2.0 cumulative</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>180 attempted hours</td>
<td>67% of all courses attempted</td>
<td>2.0 cumulative</td>
</tr>
<tr>
<td>Graduate Degree</td>
<td>54 attempted hours</td>
<td>67% of all courses attempted</td>
<td>3.0 cumulative</td>
</tr>
</tbody>
</table>

*Certificate students must have a 2.0 cumulative GPA at the end of their second and subsequent undergraduate semesters.

*Undergraduate students must have a 2.0 cumulative GPA at the end of their fourth and subsequent undergraduate semesters.
Financial Aid Appeal Instruction Form

Brown Hall, Suite 206 • 105 West O Street • Russellville, AR 72801 • 479.968.0399 • 479.964.0857 (fax) • fa.help@atu.edu

Note: All notifications of missing information, awards, and general information from the Financial Aid Office will be e-mailed to your OneTech account.

Important Dates for the 2017-2018 Academic Year

Fall 2017

Payment Plan Available
30 % Required down payment
50 % Required down payment
Classes begin
Last day to drop classes/withdraw with full reduction of tuition and fees
Last day to register and add courses/change sections
Last day to drop classes/withdraw with 80% reduction of tuition
Mid-term
Fall break
Early registration for spring
Thanksgiving holidays
Last day to drop courses with a “W” or change from credit to audit
Finals

Winter Intersession

Classes begin
Last day to drop classes/withdraw with full reduction of tuition and fees
Last day to register and add courses/change sections
Last day to drop classes/withdraw with 80% reduction of tuition
Early registration for summer and fall
Last day to drop courses with a “W” or change from credit to audit
Winter intersession ends

Spring 2018

Payment plan available
30 % Required down payment
50 % Required down payment
Classes begin
Last day to drop classes/withdraw with full reduction of tuition and fees
Last day to register and add courses/change sections
Last day to drop classes/withdraw with 80% reduction of tuition
Mid-term
Spring break
Early registration for summer and fall
Last day to drop courses with a “W” or change from credit to audit
Finals

Summer 2018 (tentative)

May summer session classes begin
Last day to drop classes/withdraw with full reduction of tuition and fees
Last day to register and add courses/change sections
Last day to drop classes/withdraw with 80% reduction of tuition
Last day to drop courses with a “W” or change from credit to audit

June summer session classes begin
Last day to drop classes/withdraw with full reduction of tuition and fees
Last day to register and add courses/change sections
Last day to drop classes/withdraw with 80% reduction of tuition
Last day to drop courses with a “W” or change from credit to audit

July Summer Session classes begin
Last day to drop classes/withdraw with full reduction of tuition and fees
Last day to register and add courses/change sections
Last day to drop classes/withdraw with 80% reduction of tuition
Last day to drop courses with a “W” or change from credit to audit

Winter Intersession

Classes begin
Last day to drop classes/withdraw with full reduction of tuition and fees
Last day to register and add courses/change sections
Last day to drop classes/withdraw with 80% reduction of tuition
Early registration for summer and fall
Last day to drop courses with a “W” or change from credit to audit
Winter intersession ends

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