



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.

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:
 - OneTech: Log into OneTech, you will be on the *Home* tab. Look under *Banner Self Service* and select *Financial Aid*. Next, click on *Financial Aid Appeal Letter Process* and click on *Begin Financial Aid Appeal Letter* to continue.
 - E-mail: fa.appeals@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 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*.
- Students who submit an appeal letter must have a FAFSA on-file before the appeal will be forwarded to the Financial Aid Appeals Committee.
- Appeal letter must be typed and must include:
 - The circumstances which caused you to be in violation of the policy,
 - How your situation has changed to enable you to return to compliance, and
 - 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 = $\frac{3}{4}$ Time
 - 8-6 hours = $\frac{1}{2}$ Time
 - 5 or below = Less Than Half Time
- Submit any supporting documentation which verifies the circumstances referenced in the appeal letter. This is not required, but strongly recommended.

Decision of the appeal committee will be sent 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. **You must accept the terms of the plan before your aid will be authorized.**

Standard SAP Summary:

Classification/Level	Maximum Time to Degree (all attempted hours)	Completion Percentage	Required GPA*
Certificate	150% of Published Program Length	67% of all courses attempted	2.0 cumulative
Associate's Degree	90 attempted hours	67% of all courses attempted	2.0 cumulative
Bachelor's Degree	180 attempted hours	67% of all courses attempted	2.0 cumulative
Graduate Degree	54 attempted hours	67% of all courses attempted	3.0 cumulative

*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.