

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Financial Aid Appeals
FPU Policy Number: FPU-7.0021P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: June 15, 2015
Date Revised:
Responsible Division/Department: Office of Financial Aid
Initiating Authority: Ghazi Darkazalli, Provost

A. APPLICABILITY/ACCOUNTABILITY: This policy governs the methods and requirements for submitting a financial aid appeal. The policy applies to all University students who receive financial aid.

B. POLICY STATEMENT: A student attending the University may appeal decisions related to his/her financial aid award as required by Florida Statute Section 1009.42. A student who applies for or receives financial aid, including but not limited to aid from the University, University Foundation, State, or federal funds may appeal certain decisions related to his/her financial aid award as provided below. A student who wishes to appeal such decisions must submit the appropriate Financial Aid Appeal Application along with corresponding documents in support of his/her appeal to the Office of Financial Aid (also referred to as “Office”). A student who withdraws for military reasons is governed by regulation FPU-4.005 and may not be required to submit an appeal for reinstatement of financial aid.

Prior to submitting an Appeal Application, a student is encouraged to request from the Office of Financial Aid clarification or explanation regarding issues, awards, disbursements or decisions related to his/her financial aid award or student account.

A student may appeal the following:

1. **Appeal an Office of Financial Aid Decision or Administrative Error.** A student may appeal a decision or administrative error of the Office of Financial Aid if:
 - (a) the student does not agree with a decision the Office has made with regards to the student’s award or disbursement of his/her award, or
 - (b) the student believes administrative errors have occurred in the awarding or disbursement of his/her financial aid.

The student must submit the “Financial Aid Appeal Application- Appeal of Financial Aid Decision or Administrative Error” form with supporting documentation to the Office of Financial Aid so that it is received by the Office on or before the last day of classes for the semester the financial aid award decision or error is related to or the appeal will be denied.

2. **Appeal for Reinstatement of State/Institutional Aid Due to Extenuating Circumstances.** A student may appeal for reinstatement of a State and/or University, University Foundation,

or institutional scholarship or aid due to extenuating circumstances beyond the student's control when such circumstances prevented the student from meeting the required academic standards.

The student must submit the "Financial Aid Appeal Application- Appeal for Reinstatement of State/Institutional Aid or Repayment of Bright Futures Due to Extenuating Circumstances" form and supporting documentation to the Office of Financial Aid so that it is received by the Office within 30 days of the date of the notice to the student advising the student of his/her ineligibility for the state or institutional award or the appeal will be denied.

3. **Appeal the Repayment of Bright Futures.** A student may appeal the required repayment of his/her Bright Futures award to the Florida Department of Education because the student withdrew from courses in a semester that Bright Futures was issued to the student.

The student must submit the "Financial Aid Appeal Application- Appeal for Reinstatement of State/Institutional Aid or Repayment of Bright Futures Due to Extenuating Circumstances" form to the Office of Financial Aid so that it is received by the Office within 30 days of the date of the notices to the student that his or her Bright Futures award has been returned to the Florida Department of Education for a withdrawal or the appeal will be denied.

C. PROCEDURES:

1. The student must submit the appropriate Financial Aid Appeal Application with corresponding documents to the Office of Financial Aid. The Office of Financial Aid must receive the appropriate Financial Aid Appeal Application and supporting documents on or before the applicable deadline provided in the policy above or the appeal will be denied.
2. The Financial Aid Appeals Committee ("Committee") will review each completed Appeal Application and corresponding documents within 15 business days of receipt of the Appeal Application and determine whether the appeal is Approved, Denied, or Inconclusive.
3. If the appeal is Approved, the Committee will provide corrective actions in writing and send them to the Office of Financial Aid. The Office of Financial Aid will implement the corrective actions.
4. If the appeal is Inconclusive, the Office of Financial Aid will inform the student (at the student's university email address) of the need for additional documentation to support the Appeal Application, and the Office will place the appeal in a pending status for 30 days to give the student time to submit the documentation to the Office of Financial Aid. If the Office of Financial Aid does not received the additional documentation during the 30 day period, the appeal will be Denied. If the additional documentation is timely provided, the Office of the Financial Aid will forward the documentation to the Committee, and the Committee will make a determination.
5. If the appeal is Denied, the Committee will inform the Office of Financial Aid of its decision in writing.
6. The Office of Financial Aid will send a copy of the final decision to the student's University email address.
7. The student's Appeal Application and the related decisions will be uploaded to the student's account.

8. The decision of the Committee or Office of Financial Aid pursuant to this Financial Aid Appeals policy and procedure constitutes the University's final decision.

POLICY APPROVAL	
Policy No.: FPU-7.0021P	
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Initiating Authority	Date
_____	_____
Policies & Procedures Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL