



## FINANCIAL AID APPEAL FORM PROCEDURES

**Final deadline date** for your appeal is dependent upon the semester for which you are requesting financial aid: September 1 for the Fall semester, February 1 for the Spring semester, June 15 for the Summer session. Failure to submit your appeal by this final deadline date of the applicable semester will result in your appeal being processed for the next upcoming semester.

1. **Complete and sign (or electronically sign) the attached Financial Aid Appeal Form.** Explain in detail what circumstances beyond your control that prevented you from meeting the Standards of Academic Progress in the past and what has changed to allow you to meet these requirements in the future.
2. **Get documentation supporting your appeal.**
  - Did not earn 70% of cumulative attempted hours and/or do not have a 2.0 overall grade point average – if your suspension was due to one of the reasons below, documentation to support your circumstances should be attached to the Appeal Form. Although documentation is not required, failure to submit documentation in certain cases may result in your appeal being rejected or denied. Some examples of documentation may be:

Cause	Documentation
<b>Illness</b> with you or an immediate family member	Letter from doctor on office letterhead indicating type of illness, date(s) of treatment and current medical condition in regard to ability to attend college
<b>Death</b> of an immediate family member	Death certificate and/or obituary notice
<b>Work</b> related problems	Letter from employer verifying employment status

- Reached maximum attempted credit hours (123/105/90/54 hours)
    - If your suspension was due to attempting more than the maximum cumulative credit hours, in addition to the above documentation that may be needed, you must also submit a completed degree audit. It should include your anticipated graduation date and the signature of the person completing the audit. This degree audit can be obtained by your advisor or division office.
    - If you are in the clinical phase of any allied health program at LSU Eunice, a degree audit is not required.
3. **You must submit your appeal and all documentation to the Student Affairs Office.** Options for submitting a completed appeal package are:
    - You may email it to: [aarnaud@lsue.edu](mailto:aarnaud@lsue.edu)
    - You may bring it to the Student Affairs, Mumphrey Center, room 112
    - You may mail it to: Student Affairs, PO Box 1129, Eunice, LA 70535
    - You may fax it to 337-550-1266



4. Appeals are reviewed in the order they are received and accordance with the process authorized by the Financial Aid Appeals Committee. You are encouraged to submit your appeal as early as possible. Your Financial Aid Appeal will not be processed until you are officially placed on financial aid suspension by the Financial Aid Office.
5. You will be notified of the results by e-mail within approximately 30 working days from the date your appeal and all documentation are received.
6. If you have any questions concerning your appeal, you should call Student Affairs at (337) 550-1218.

**Remember:** Your appeal must be received in Student Affairs before the final deadline date listed on the previous page. Should your appeal be received after the final deadline date, it will be processed for the next upcoming semester.

*Revised –November 2022*



Louisiana State University Eunice  
Financial Aid Appeal Form

Return this completed form and any documentation:

- Email to: [aarnaud@lsue.edu](mailto:aarnaud@lsue.edu)
- Drop off at: Student Affairs, Mumphrey Center, room 112
- Mail to: LSU Eunice Student Affairs, PO Box 1129, Eunice, LA 70535
- Fax to: 337-550-1266

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Semester for which you are appealing: [ ] Fall [ ] Spring [ ] Summer Year: \_\_\_\_\_

Instructions: To appeal your financial aid suspension, you must submit an appeal explaining circumstances that seriously affected your academic performance. Complete the steps below, using a separate sheet if necessary, and provide whatever documentation will support your appeal. All information submitted is confidential. Please note that your financial aid application will not be processed unless your appeal is approved.

1. Describe in detail the circumstances beyond your control that prevented you from earning satisfactory academic progress.

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Question 1 continued

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2. Describe in detail what has changed that will allow you to earn satisfactory academic progress.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_