



## Student Appeal Form Directions

Students have the right and ability to submit an appeal for a variety of college processes, procedures, and decisions as outlined in the college catalog and handbook. To complete a Student Appeal, please follow the directions below:

1. Complete the STUDENT section on the front of this form. Check all appropriate boxes. Provide all the appropriate information in order for your request to be considered.
2. Please attach a signed and dated letter describing the following:

|                          |   |
|--------------------------|---|
| <b>What Occurred:</b>    | Describe what occurred during the term that prevented you from meeting the Standards of Satisfactory Academic Progress. Be realistic about the events of the term. The US Department of Education has identified the following conditions as appropriate for filing an appeal to reinstate financial aid eligibility: death of a relative, injury or illness of the student, or other special circumstances; however, multiple appeals for the same condition are not allowed under the regulations. The Department of Education has also identified that failure to attend classes or not focusing on coursework are not considered conditions that are appropriate to file an appeal. |
| <b>Resolution:</b>       | Describe the steps you have taken to resolve the issue. For example, if you had childcare issues, how have you resolved them?   |
| <b>Plan for Success:</b> | Explain your plan for success this term and in future terms. Please include changes that have taken place to ensure your future success. Remember that the responsibility to be a successful student lies with you  |

3. Attach appropriate documentation (e.g. medical bills, statement from physician, court documents, newspaper articles, purchase agreements, notarized witness statements). Documentation is required for all Academic and Financial Aid appeals. Appeals will be denied if supporting documentation is not attached. Please print or type all information.
4. Submit the completed Student Appeal Form and all supporting documentation to a Student Success Representative or the Financial Aid office.
5. KCC will notify students of appeal decisions in an email sent to the students, student email.

*If a notification letter indicates a deadline for submission, appeal forms must be submitted according to that deadline.*

**\*\*In accordance with Board Policy 720.0110, a student must meet all financial obligations to the college in order to qualify for continued enrollment.**