Financial Aid Appeal Policy

Students may appeal an ineligible SAP status. The student must complete and submit a Financial Aid Appeal Form, available in the Financial Aid Office or on the BHCLR Financial Aid website. All appeals and documentation must be submitted to the BHCLR Financial Aid Office.

The student must demonstrate and document unusual or extenuating circumstances which contributed to the failure to meet the minimum requirements of the SAP Policy. The appeal must include: why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation.

The appeal will be reviewed and a decision made by the Financial Aid Satisfactory Academic Progress Appeal Committee. Additional documentation may be requested by the committee before reaching a decision. The committee will be composed of three (3) representatives from the administrative or student services staff, one (1) faculty member and one (1) member of management. The committee will review all submitted information and make a majority decision.

Once the student submits their appeal to the BHCLR Financial Aid Office the student will be notified in writing of the outcome of the appeal or if additional documentation is needed within three (3) business days.

Students will be notified of the results of the appeal by mail using the address on the Financial Aid Appeal Form. **The committee's decision is final.**