



Financial Aid Office
501.205.8911 (phone); 501.329.2941 (fax)
financialaid@cbc.edu

Appeal for Financial Aid Reinstatement

Name: _____ SSN: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I am appealing reinstatement for (circle one): Fall of 20 _____ or Spring of 20 _____

My appeal is based on (check one):

- Paying for classes on my own
- Notification of a grade change
- Citing mitigating circumstances

The last year / semester I attended CBC was: _____

Directions:

1. If you paid for classes on your own and are notifying us after successfully meeting the academic standards, complete the section above, attach a transcript (unofficial is acceptable) and submit this form to CBC's financial aid office.
2. If you are notifying us of a grade change, complete the section above, attach a transcript (unofficial is acceptable) and submit this form to CBC's financial aid office.
3. If you are citing mitigating circumstances, complete the section above and explain the specific reason(s) you were unable to meet satisfactory academic progress standards. Use the space below or attach a letter. Then describe steps you have taken to insure this situation will not happen again or how this situation has been or is being resolved.
4. **You must also include supporting documentation from another source, such as a letter from a clergy, doctor, teacher, or medical bills/records, or police/insurance report. Appeals with no supporting documentation will not be considered.**
5. Finally, submit the appeal form with all attachments to the Financial Aid Office. After review of your appeal by the Appeals Committee, you will receive a notification of approval or denial, in writing, within one week of submitting your request.

Please explain specific reason for your failure to meet Academic Progress standards: _____

Please describe steps taken to prevent this from happening again and/or ways this problem has been resolved:
