

# Financial Aid Appeal Instruction Form

• Brown Hall, Suite 206 • 105 West O Street • Russellville, AR 72801 • 479.968.0399 • 479.964.0857 (fax) • fa.help@atu.edu  
 Note: All notifications of missing information, awards, and general information from the Financial Aid Office will be e-mailed to your OneTech account.

Financial Aid

You must submit a typed request to reinstate financial aid eligibility after a failure to meet Satisfactory Academic Progress (SAP) standards. You are not eligible for further financial aid until a successful appeal has been approved and an academic plan is in place. **Please include your name and student ID (T#) on all submissions.**

**How to submit your appeal letter:**

- \* Log into your OneTech account and find the Financial Aid Information card.
- \* Click “Financial Aid Requirements and Document Upload” on our card.
- \* Click “[Start Financial Aid Appeal Letter.](#)”
- \* Choose the appropriate term from the drop-down list and submit your appeal on the next screen.

Appeal letters may also be submitted to the Financial Aid Office by the following, although the processing time may be delayed:

- E-mail: [fa.appeals@atu.edu](mailto:fa.appeals@atu.edu)
- Fax: (479) 964-0857
- Mail: 105 West O Street  
 Brown Hall, Suite 206  
 Russellville, AR 72801
- Appeal letters must be received by the deadlines listed below for earliest processing:
  - **July 27**, for the fall term;
  - **January 2**, for the spring term; or
  - As soon as possible for summer term.
- A FAFSA must be on-file before the appeal will be reviewed.
- Appeal letter must be typed and **must** include:
  - **The circumstances which caused you to be in violation of the policy,**
    - **This circumstance must be different from any previous appeal, or you will be required to resubmit it.**
  - **How your situation has changed to enable you to return to compliance, and**
  - **What terms you will attend and your status for each term if you will not be full-time.**

For example:

12+ hours = Full Time    8-6 hours = ½ Time  
 11-9 hours = ¾ Time    5 or below = Less Than Half Time

- Submit any supporting documentation which verifies the circumstances referenced in the appeal letter. This is not required, but strongly recommended.

The appeal decision is final and will be communicated via your official ATU e-mail address. If the appeal is approved, you will also receive an academic plan which details what steps you must take to return to compliance.

**You must accept the terms of the plan before your aid will be authorized.**

Classification/Level	Maximum Time to Degree (All attempted hours)	Completion Percentage	Required GPA*
Certificate	150% of Published Program Length	67% of all courses attempted	2.0 cumulative
Associate’s Degree	90 attempted hours	67% of all courses attempted	2.0 cumulative
Bachelor’s Degree	180 attempted hours	67% of all courses attempted	2.0 cumulative
Graduate Certificate	23 attempted hours	67% of all courses attempted	3.0 cumulative
Graduate Degree	54 attempted hours	67% of all courses attempted	3.0 cumulative

Standard SAP Summary:

\*Undergraduate certificate students must have a 2.0 cumulative GPA at the end of their second and subsequent undergraduate semesters.

\*Undergraduate students must have a 2.0 cumulative GPA at the end of their fourth and subsequent undergraduate semesters.