



# 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.

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.**

## STUDENT RESPONSIBILITIES

- Appeal letters must be submitted to the Financial Aid Office in one of the following ways:
  - E-mail: fa.help@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. If you fail to meet the deadline, you must have a payment plan in place with the Student Accounts Office before your appeal will be reviewed.
  - July 27, for the fall term; or
  - January 5, for the spring term; or
  - As soon as possible for summer term.

To sign up for the payment plan, log into OneTech, click on *Tuition & Aid*, then on the *Payment Plan Options* box, finally, click on *Setup/Manage Payment Plan*.

- Students who submit an appeal letter must have a FAFSA on-file before the appeal will be forwarded to the Financial Aid Appeals Committee.
- Appeal letter must be typed.
- Appeal letter must describe the circumstances which caused you to be in violation of the policy and how your situation has changed to enable you to return to compliance.
- Appeal letter must include what terms you will attend and your status for each term if you will not be full-time. For example:
  - 12+ hours = Full Time
  - 11-9 hours = ¾ Time
  - 8-6 hours = ½ 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.

Notification of decision of the appeal committee will be sent to the student 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 in order to return to compliance. A signed copy of the plan must be received in order for your aid to credit. A copy of your academic plan will also be sent to your advisor to assist with future academic advising.

### Standard SAP Summary:

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 Degree	54 attempted hours	67% of all courses attempted	3.0 cumulative

\*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.



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## Important Dates

### Winter Intersession

Classes begin	December 18, 2017
Last day to drop classes/withdraw with full reduction of tuition and fees	December 18, 2017
Last day to register and add courses/change sections	December 18, 2017
Last day to drop classes/withdraw with 80% reduction of tuition	December 21, 2017
Early registration for summer and fall	March 26, 2018 – May 1, 2018
Last day to drop courses with a “W” or change from credit to audit	January 2, 2018
Winter intersession ends	January 5, 2018

### Spring 2018

Payment plan available	November 6, 2017 – February 19, 2018
20 % Required down payment	November 6, 2017 – January 16, 2018
25 % Required down payment	January 17, 2018 – February 19, 2018
Classes begin	January 16, 2018
Last day to drop classes/withdraw with full reduction of tuition and fees	January 22, 2018
Last day to register and add courses/change sections	January 22, 2018
Last day to drop classes/withdraw with 80% reduction of tuition	February 19, 2018
Mid-term	March 5, 2018
Spring break	March 19 – 26, 2018
Early registration for summer and fall	March 26, 2018 – May 1, 2018
Last day to drop courses with a “W” or change from credit to audit	April 20, 2018
Finals	May 2 – 8, 2018

### Summer 2018 (tentative)

<b>May summer session classes begin</b>	May 14, 2018
Last day to drop classes/withdraw with full reduction of tuition and fees	May 14, 2018
Last day to register and add courses/change sections	May 14, 2018
Last day to drop classes/withdraw with 80% reduction of tuition	May 17, 2018
Last day to drop courses with a “W” or change from credit to audit	May 29, 2018
<b>June summer session classes begin</b>	June 4, 2018
Last day to drop classes/withdraw with full reduction of tuition and fees	June 5, 2018
Last day to register and add courses/change sections	June 5, 2018
Last day to drop classes/withdraw with 80% reduction of tuition	June 8, 2018
Last day to drop courses with a “W” or change from credit to audit	June 29, 2018
<b>July Summer Session classes begin</b>	July 9, 2018
Last day to drop classes/withdraw with full reduction of tuition and fees	July 10, 2018
Last day to register and add courses/change sections	July 10, 2018
Last day to drop classes/withdraw with 80% reduction of tuition	July 13, 2018
Last day to drop courses with a “W” or change from credit to audit	August 3, 2018

### Fall 2018 (tentative)

Payment Plan Available	July 16, 2017 – September 26, 2017
20 % Required down payment	July 16, 2017 – August 22, 2017
25 % Required down payment	August 23, 2017 – September 26, 2017
Classes begin	August 22, 2018
Last day to drop classes/withdraw with full reduction of tuition and fees	August 28, 2018
Last day to register and add courses/change sections	August 28, 2018
Last day to drop classes/withdraw with 80% reduction of tuition	September 26, 2018
Mid-term	October 10, 2018
Fall break	October 11-12, 2018
Early registration for spring	October 22, 2018 – December 4, 2018
Thanksgiving holidays	November 21 – 25, 2018
Last day to drop courses with a “W” or change from credit to audit	November 26, 2018
Finals	December 5- 11, 2018