



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:
 - OneTech: Log into OneTech, select *Tuition & Aid*, then select *Financial Aid Awards*. Next, click on *Financial Aid* on the green bar at the top of the screen, then click *Financial Aid Appeal Letter Process* and follow the instructions to begin your appeal letter.
 - E-mail: 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. 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 and **must** include:
 - The circumstances which caused you to be in violation of the policy,
 - 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
 - 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.

Decision of the appeal committee will be sent 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 may 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

Summer 2018

May summer session classes begin

Payment Plan Available

25 % Required down payment

50 % Required down payment

Last day to drop classes/withdraw with full reduction of tuition and fees

Last day to register and add courses/change sections

Last day to drop classes/withdraw with 80% reduction of tuition

Last day to drop courses with a “W” or change from credit to audit

June summer session classes begin

Last day to drop classes/withdraw with full reduction of tuition and fees

Last day to register and add courses/change sections

Last day to drop classes/withdraw with 80% reduction of tuition

Last day to drop courses with a “W” or change from credit to audit

July Summer Session classes begin

Payment Plan Available

50 % Required down payment

Last day to drop classes/withdraw with full reduction of tuition and fees

Last day to register and add courses/change sections

Last day to drop classes/withdraw with 80% reduction of tuition

Last day to drop courses with a “W” or change from credit to audit

Fall 2018

Payment Plan Available (tentative)

20 % Required down payment (tentative)

25 % Required down payment (tentative)

Fall Classes begin

Last day to drop classes/withdraw with full reduction of tuition and fees

Last day to register and add courses/change sections

Last day to drop classes/withdraw with 80% reduction of tuition

Mid-term

Fall break

Early registration for spring begins

Thanksgiving holidays

Last day to drop courses with a “W” or change from credit to audit

Finals

Winter Intersession

Winter Intersession classes begin

Last day to drop classes/withdraw with full reduction of tuition and fees

Last day to register and add courses/change sections

Last day to drop classes/withdraw with 80% reduction of tuition

Last day to drop courses with a “W” or change from credit to audit

Spring 2019

Classes begin

Last day to drop classes/withdraw with full reduction of tuition and fees

Last day to register and add courses/change sections

Last day to drop classes/withdraw with 80% reduction of tuition

May 14, 2018

May 2, 2018

May 2 – May 19, 2018

May 20 – June 19, 2018

May 14, 2018

May 14, 2018

May 16, 2018

May 28, 2018

June 4, 2018

June 5, 2018

June 5, 2018

June 8, 2018

June 29, 2018

July 9, 2018

June 22, 2018

June 22 – July 24, 2018

July 10, 2018

July 10, 2018

July 13, 2018

August 3, 2018

July 16, 2018

July 16, 2018 – August 22, 2018

August 23, 2018 – September 25, 2018

August 22, 2018

August 28, 2018

August 28, 2018

September 6, 2018

October 10, 2018

October 11-12, 2018

October 2018

November 21 – 25, 2018

November 26, 2018

December 5- 11, 2018

December 17, 2018

December 17, 2018

December 17, 2018

December 19, 2018

December 31, 2018

January 14, 2019

January 18, 2019

January 18, 2019

January 29, 2019