

FINANCIAL AID APPEAL PROCESS

In order to be reconsidered for financial aid eligibility, students in which it has been determined are not meeting the U.S. Department of Education's Satisfactory Academic Progress (SAP) regulations at Mercer County Community College, must submit an appeal with all necessary documentation.

The appeal should include all of the following:

1. The appeal must be typed/handwritten clearly and include your name and student ID#
2. The appeal must describe the specific reason including:
 - Events and/or circumstances that directly contributed to the lack of meeting the satisfactory academic progress requirements.
 - Specific dates of the events (e.g. in cases of illness, accidents) should be included.
 - If the reasons for the lack of meeting the academic requirements developed over the course of several terms (or academic years), you should explain all circumstances that have contributed to not meeting the minimum requirements.
3. Your appeal must accompany documentation to support the reason for your appeal. Here are a list of suggestions:
 - *Letter from Doctor/Treatment Center stating dates of treatment & diagnosis*
 - *Counselor statement verifying academic difficulties/advisement*
 - *Proof of Travel Plans/Relocation due to family emergencies*
 - *Employer/Day Care provider verifying a change to an existing schedule*
 - *Police report /Court document/Military deployment order*
 - *Documents that you feel may be considered*
4. Appeals can be brought to, sent, or faxed to the Financial Aid Appeal Committee a Mercer County's Financial Aid Office at the Trenton or West Windsor Campus or faxed to 609-570-3888.