

**RETURN TO: STUDENT FINANCIAL AID OFFICE  
MURRAY STATE UNIVERSITY  
B2 SPARKS HALL  
MURRAY KY 42071-3312  
PHONE: 270-809-2546  
FAX: 270-809-3116**

**SUBJECT: APPEAL OF FINANCIAL AID INELIGIBILITY**

**NOTE:** Consideration for filing an appeal should be based on situations that are extenuating circumstances which are beyond your control and can be documented. Before you appeal the Student Financial Aid Office's decision concerning satisfactory academic progress/standing, you should be aware that some reasons you might give for not meeting requirements such as: "I had to drop a class", "I had a difficult course or instructor", "I was in the wrong class", "I need the financial aid to continue my education", "I'm only a fraction of a point from the required minimum standing requirements", etc., may not be considered for an appeal. However, financial aid consideration may be continued upon an approved appeal for you if, through no fault of your own, you were unable to complete a semester or maintain satisfactory progress under normal circumstances due to medical problems, accident, death in the immediate family, etc. **It is your responsibility to provide the appeals committee with enough information/documentation to make a decision on your appeal.**

**STUDENT INFORMATION:**

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
LAST FIRST MI

**MAILING ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**E-MAIL ADDRESS:** \_\_\_\_\_ **PHONE NO.:(\_\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_**

I have now completed the academic hours I was short. (*Attach a copy of your grade report or transcript.*)

**I AM APPEALING FOR THE FOLLOWING REASON(S):**

- I withdrew from MSU because of medical reasons. (*Provide a copy of the physician's statement.*)
- I did not meet the requirements of the policy due to an accident. (*Attach full explanation and documentation regarding the accident.*)
- I was unable to satisfactorily complete my academic work due to a death in my immediate family (brother, sister, mother, father, spouse, child). (*Attach a death certificate and documentation of relationship to the deceased.*)
- I was unable to meet the minimum standards of the policy because of extraordinary circumstances. (*Attach written explanation and documentation.*)

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**FOR STUDENT FINANCIAL AID OFFICE USE ONLY**

- Your appeal **was** approved.
- Your appeal **was not** approved.
- Your appeal cannot be further considered until you provide more detailed written documentation in regard to your situation. Please attach the documentation to this form and return it immediately to this office.
- Other/Comments: