

You may use this form to request reinstatement of eligibility to enroll and/or receive financial aid after being suspended for unsatisfactory academic progress. Be aware that your request may not be processed if you do not include relevant documentation. **Carefully read the *Steps for Preparing Your Appeal* below before submitting your appeal**

First Name:	Last Name:	Student ID#:
Email Address:		Phone:
Mailing Address:		Apt:
City:	State:	Zip:

I am appealing for (CHECK ONE):

- Enrollment eligibility only
 Both financial aid and enrollment eligibility

The next term I wish to attend is (CHECK ONE):

- Spring 20__
 Summer 20__
 Fall 20__

Steps for Preparing Your Appeal:

Step one: Prepare a typed (not handwritten) statement that clearly answers the following questions:

1. What factors contributed to your unsatisfactory academic performance?
2. What actions have you taken to ensure your future success as a college student?

Step two: If applicable, attach supporting documentation of circumstances beyond your control that contributed to your unsatisfactory academic performance.

Return the completed form, along with your typed statement and documentation, to the Enrollment Center in person (College Center building, upper level) or by fax, email or mail:

- Mail: Inver Hills Community College Enrollment Center / 2500 East 80th Street / Inver Grove Heights, MN 55076
- Fax: (651) 450-3677
- Email: enrollment@inverhills.edu

Allow 21 calendar days for processing.

Please note: Financial aid is provided to students meeting the Satisfactory Academic Progress (SAP) Policy as outlined in the Inver Hills Community College catalog. **Students who are suspended from financial aid and who do not have an approved appeal remain financially responsible for tuition and fees. Classes will not be dropped by the institution due to an unapproved appeal for financial aid.**

Student Signature:

Date:

Inver Hills Employee Signature (if appropriate):

Date: