

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. Please refer to the second page of this form for further directions.

Return the completed form to the Enrollment Center.

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

You may re-establish enrollment/financial aid eligibility by successfully appealing your suspension based on special, unusual or extenuating circumstances that caused you undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by Inver Hills Community College.

I am appealing my eligibility for (CHECK ONE): ___ Enrollment only ___ Financial Aid and Enrollment

The next term I wish to attend is (CHECK ONE): ___ Fall ___ Spring ___ Summer (year) 20___

Address BOTH REQUIRED sections below by attaching additional pages:

- 1) Supporting documentation and a description of the extenuating circumstances beyond your control.
- 2) Include a signed letter describing your plans for academic success if readmitted. Include the factors that contributed to your unsatisfactory academic progress and explain the actions you have taken to ensure your future success as a college student.

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 not meeting the SAP Policy are financially responsible for their tuition and fees and/or withdrawing from all courses prior to the no obligation drop/add deadline. Classes will not be dropped by the institution due to an unapproved appeal.**

Student Signature:	Date:
Inver Hills Employee Signature (if appropriate):	Date:

Office Use Only

Approved Denied

The petition cannot be approved at this time because the student must provide the following documentation:

Administrator's Comments

Administrator Signature:	Date:
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Instructions on Completing the *Appeal for Enrollment and/or Financial Aid after Suspension Form*:

1. Complete all relevant pages of the appeal form typed or in legible handwriting.
2. Attach documentation that will support your appeal. Your appeal will be denied if relevant documentation is not attached.
3. Return this form along with any documentation to the Enrollment Center. This form can be mailed, dropped off in person, or faxed. The contact information is as follows:

Inver Hills Community College
Attn: Enrollment Center
2500 East 80th Street
Inver Grove Heights, MN 55076

651-450-3503 (phone)
651-450-3677 (fax)

4. Allow 21 calendar days for processing. If additional documentation is needed, your request will not be approved and you will be required to submit additional documentation.