



Santa Fe College Rules Manual

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| Title: | Financial Aid Appeals | Procedure 7.27P |
| Based on | Rule 7.27 | |
| Effective Date: | November 10, 2014 | |

Purpose: To comply with Section 484(a)(2) of the Higher Education Act of 1965 and make decisions regarding appeals concerning academic progress, financial aid awards, and/or other matters related to the administration of student financial assistance in accordance with 34 CR 668.34

All financial aid appeals will be independently reviewed by a minimum of two trained Financial Aid Assistants. If the decision is split, a third Financial Aid Assistant will review the appeal. The third decision, if necessary, will determine the outcome for the Financial Aid Appeals process.

Reviewers are assigned sequentially based on system programming that identifies which Financial Aid Assistant has had the longest elapsed time since the last assigned appeal, and excludes any Financial Aid Assistant that was already assigned to that appeal. The third reviewer is also assigned using this same programming logic.

Appeal Process

- A. A completed appeal form with any supporting documentation is submitted to the Office of Financial Aid in compliance with appropriate deadlines.
- B. The appeal is reviewed and students are notified of the results.
- C. A student may appeal the outcome of the Financial Aid Assistants' reviews to the Director of Financial Aid, who will make the final determination regarding the student's appeal within the bounds of federal regulations.