



Last Name First Name FHSU ID Number

Mailing Address City State Zip Code

Phone Number Email Address

You have the right to appeal if you have failed to meet Satisfactory Academic Progress requirements. By appealing, you are requesting that your extenuating or unusual circumstances be considered in order to have your financial aid reinstated. Your appeal will be heard by the Financial Aid Appeals Committee to evaluate your academic record and determine if extenuating or unusual circumstances existed.

1. **Deadline:** An appeal will not be considered for the current semester after the first day of class. Appeals to receive aid for prior semesters will not be considered.
2. If you owe a repayment or have enrollment holds, no appeal(s) will be considered.
2. Before an appeal will be considered, you must have a Free Application for Federal Student Aid (FAFSA) on file for the semester you are requesting financial aid, and you must not be academically dismissed from Fort Hays State University.
3. Print this form, complete the questions below and return this form in person, by mail, by fax, or by email to:

Financial Aid Appeals Committee  
Fort Hays State University  
Financial Assistance Office  
Picken Hall 202  
600 Park Street  
Hays, Kansas, 67601

This form can also be sent by FAX to (785) 628-4014.  
This form can also be emailed to [finaid@fhsu.edu](mailto:finaid@fhsu.edu)

4. Once the above steps have been completed, contact the Financial Assistance Office at (785) 628-4408 to schedule an appointment with the Financial Aid Appeals Committee. If you reside out of state and only enroll in Virtual College classes, you may submit a typed written appeal\* with this form.

Aid is requested for (check one):  Fall 20\_\_  Spring 20\_\_  Summer 20\_\_

What is your major? \_\_\_\_\_ What is your anticipated graduation date? \_\_\_\_\_

Name of faculty advisor: \_\_\_\_\_ Dept. \_\_\_\_\_

Has your degree summary or program of study been updated? \_\_\_\_\_ If no, contact the Registrar's Office or Graduate School.

If you are seeking a second bachelor's degree, please submit a copy of your degree summary with your appeal.

Signature Date

\* Written Appeal Requirements – Along with this form, submit a typed essay written by you and please include the following:

- Factors leading to your Financial Aid Suspension and how you plan to correct those factors.
- Current employment status, including how many hours a week you work.
- Your future academic plans at FHSU.
- Address any Incompletes you may have. When will the Incompletes be completed?
- If you were not enrolled at FHSU last semester, what have you been doing since your last date of enrollment?