



Muskegon Community College

221 South Quarterline Road • Muskegon, Michigan 49442 • (231) 773-9131

APPEAL FORM used for the DENIAL OF FINANCIAL AID

Directions: Complete this appeal form, attach **neutral third party documentation and return to the Financial Aid Office, Room 106. Appeals must be received no later than three business days after student notification of Satisfactory Academic Progress (SAP) from the college. Appeals received after that point may not be considered until the following semester.

Print Student Name Student ID (Number)

Address City State Zip

Telephone Number Cell Phone Number Email

Name of Neutral Third Party** Date of last academic advising

Please state the reasons why you did not make satisfactory academic progress. Attach a type written letter if more space is needed.

Please discuss actions that you have taken or will be taking to make satisfactory progress in the future:

Student Signature

Today's Date

**Neutral third party documentation supporting the reasons stated above must be attached. MCC will not contact you for documentation. If documentation is not attached, the appeal will be processed only with the information you supply. Appeals will not be reviewed a second time with new information. Statements from doctors, counselor, and employers (on company letterhead) are acceptable. Statements from family members or friends are not considered neutral and will not be accepted.