myUTSA ID | Student's Last Name | Student's First Name

2011-2012 Appeal for Pell Recipients Not Graduating

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 Fax (210) 458-4638 financialaid@utsa.edu www.utsa.edu/financialaid

Federal regulations state that students who are eligible to graduate with a bachelor's degree and choose to extend their enrollment without graduating cannot continue to receive the Federal Pell Grant. Students who indicate they plan to graduate and decide to withdraw their applications may use this form to request a re-evaluation of their termination of the Federal Pell Grant. Students must return this appeal form and other required documentation to the Office of Student Financial Aid and Enrollment Services (SFAES) by the Appeal Deadlines. SFAES will notify you of the outcome of the appeal by email to your preferred email account.

Appeal Deadlines	**Fall 2011**	**Spring 2012**	**Summer 2012**
Priority Deadline for Submission	August 19, 2011	January 3, 2012	April 22, 2012
Last Day to Submit Appeal	November 23, 2011	April 8, 2012	July 15, 2012

Indicate the Reason You Did Not Graduate

Use this section to request a re-evaluation of your termination of the Federal Pell Grant based on any of the following:

- ❑ **I am an undergraduate student and I have changed my major.**
  Attach a detailed letter of explanation and course degree plan.
  Academic Advisor Statement must be completed.

- ❑ **I am an undergraduate student and some of my transfer credit hours do not count toward my degree.**
  Attach a detailed letter of explanation and course degree plan.
  Academic Advisor Statement must be completed.

- ❑ **I did not satisfactorily complete my courses.**
  Attach a detailed letter of explanation and course degree plan.
  Academic Advisor Statement must be completed.

STUDENT CERTIFICATION STATEMENT

- I have attached a letter of explanation addressing the circumstances that prevented me from graduating as indicated.
- During peak seasons, there may be a 5-7 business day processing time for the request.
- I understand that I will be notified by email to my preferred email account of the final decision.

Student's Signature:_____ Date:_____

ACADEMIC ADVISOR STATEMENT

Academic Advisor: By signing this form, I indicate this student has not yet completed the requirements for any bachelor's degree program at UTSA and the supporting documentation attached is valid for the student's continuation at UTSA.

_____ _____
UTSA Academic Advisor Signature Date

_____ _____
Print Name Advisor Phone Number or Email

OFFICE USE ONLY
Date Received in SFAES: _____
Entered on RRAAREQ by: _____
Processed by: _____

RRAAREQ Code: **GRPELL**, **GRPELL2**
Revised on 2/15/2012 **GRPELL3**

Webx Code: FA_GRPL_FORM_LTR