

Maximum Timeframe Appeal

IMPORTANT INFORMATION and DEADLINES THAT AFFECT YOUR FINANCIAL AID

After a review of your academic history at Atlanta Technical College, it has been determined that you are not meeting the maximum timeframe standard established in the Satisfactory Academic Progress (SAP) Policy.

Federal Regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate, or transfer program. All attempted credits are counted toward this limit, regardless of whether or not financial aid was received; this includes credits attempted without receiving aid. Financial aid cannot pay for classes not required to complete your program.

You have been asked to complete this appeal process to request approval to continue receiving financial aid for any remaining coursework required for your degree.

Please see the link to review the SAP three components:

<https://atlantatech.edu/financial-aid/satisfactory-academic-progress/>

DEADLINE to submit MTF appeal:

Fall 2023	Spring 2024	Summer 2024
August 9, 2023	November 30, 2023	April 25, 2024
September 28, 2023	January 4, 2024	May 23, 2024
	February 22, 2024	

The committee will make every effort to review appeals within 5-7 business days from the deadline date; however, due to the volume of appeals, not all appeals may be reviewed within that timeframe. Additionally, the appeal process may require more than the typical two weeks during the college's busiest time of year, such as May, August, and January. Please note that ATC offices are closed during certain times of the year, and processing time for your appeal may be increased based on these holidays.

NOTE: It is your responsibility to make tuition payment arrangements in order to avoid class cancellations.

- Submit the Financial Aid Maximum Timeframe Appeal prior to the due dates stated above
- Check your ATC student email for notification of the appeal decision.
- All decisions are final.
- Make payment arrangements to avoid class cancellations. Your tuition and fees are your responsibility during this process because your financial aid is suspended.

Submission Deadline: Deadline to submit a Maximum Timeframe Appeal for financial aid consideration for the current semester. Any forms submitted after the submission deadline will not be considered for current semester aid.

Payment Arrangements: Failure to make payment arrangements prior to your tuition due date will result in the cancellation of your classes and may also result in debt. ATC Office of Student Accounts offers a payment plan option. For more information regarding the payment plan, please visit <https://mycollegepaymentplan.com/atlantatech>.

IMPORTANT NOTE:

The following information is required for the SAP Committee to review your appeal by the submission deadline provided below.

If the SAP Committee rejects your information, you may re-submit the appeal with the appropriate supporting documents. However, your information will be reviewed during the next scheduled SAP appeals committee meeting.

1. A typed personal statement explaining your mitigating circumstances. (Submit below with e-signature): *The personal statement must also indicate (if applicable) how the extenuating circumstances have been resolved or stabilized enabling the student to now be academically successful to meet SAP requirements in the future.*
2. Academic Plan signed by Student and Academic Advisor, which should be uploaded after your advisement session.
3. Provide a copy of your DegreeWorks for your current program.
4. Supporting documentation to support your mitigating circumstances/personal statement.

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2023-2024 Maximum Timeframe Appeal Form

A. STUDENT INFORMATION

Last Name: _____ First Name: _____ MI: _____ Student ID: _____

B. APPEAL INFORMATION

I am requesting aid for: Fall or Spring or Summer Year: _____

Deadline to submit Maximum Timeframe appeal:

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Please follow the directions below to complete this form and supporting documents.

Select one (1) of the following:

- New Appeal:** I am submitting a Maximum Time Frame Appeal for the first time for my current degree program.
- Updated Plan of Study:** I am submitting an updated Maximum Time Frame Appeal that reflects changes to my originally approved Plan of Study. I understand that my originally-approved graduation semester will not be extended.

Students may request to have their timeframe extended under the following circumstances:

- Program of study has changed from: _____ to _____
- I have transferred hours that do not apply to my program of study.
- I have earned a Bachelor's Degree (or higher) and am pursuing another degree or certificate.
- I had extenuating circumstances that kept me from completing my program within the 150% timeframe.

C. Student Statement Instructions

Students who have not completed their program (certificate, diploma, or associate's degree)

In an essay format, answer the following questions:

- What has prevented you from completing your degree within the maximum time frame?
 - If you had extenuating circumstance(s) that caused you to fail to meet Satisfactory Academic Progress for the semester(s), you were not meeting SAP.
 - What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation?
 - The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future semester(s).
- What **academic degree/certificate program** do you plan on completing at ATC?
- What are your long-semester academic and career goals, and how will you achieve them?

Students who have obtained a prior degree and are returning for an additional certificate, diploma, or degree

In an essay format, answer the following questions:

- How will an additional degree or certificate/diploma from ATC benefit you in your educational or professional goals?
- What **academic degree/certificate program** do you plan on completing at ATC?
- What are your long-semester academic and career goals, and how will you achieve them?

**** Failure to answer all questions below will result in a rejected SAP Appeal form ***

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D. Student Statement

D. Student Certification

By initialing and signing your SAP appeal packet, you agree that you understand the following conditions of your appeal:

- _____ I understand that financial aid will NOT hold my classes and enrollment pending a decision by the SAP committee. Payment arrangements with the Office of Student Accounts is strongly recommended but not mandatory. Nelnet payment plan: <https://mycollegepaymentplan.com/atlantac>

- _____ I have read and understand the Financial Aid SAP requirements at Atlanta Technical College: <https://atlantatech.edu/financial-aid/satisfactory-academic-progress/>

- _____ I understand that Financial Aid Maximum Timeframe suspension does not prevent me from registering for and attending courses, but I will be responsible for all financial charges unless my appeal is approved.

- _____ I understand I am requesting an appeal for continued financial aid eligibility. The timetable outlined above is for the required coursework for completion of my current program of study only. ***I understand that any deviation from the above may result in my being disqualified from receiving any further financial aid.***

- _____ I understand that if approved for reinstatement of financial aid, I will be placed on an Academic Plan. I will be expected to complete 100% of the courses for which I register, receiving **only A, B, or C grades (no grades of D, F, I, IP, U or W (WF, WP))**. This process will continue until eligibility is met by completing my academic plan.

- _____ I understand that Financial Aid loans will not disburse if I'm not registered for at least six credit hours (half-time status), and Financial Aid will not pay for repeat coursework, based on Repeat Coursework Policy.

- _____ I understand that the submission of an appeal does not guarantee that my financial aid will be reinstated. My appeal may be denied. Students will be notified of the SAP Committee's decision by the ATC student email account.

- _____ I understand that should I not complete and pass all attempted hours in my academic plan, in addition to meeting the GPA and pace factors of SAP, ***I will be in violation of my previous appeal approval.***

- _____ If I have any questions or concerns, I must contact the Office of Financial Aid before beginning classes.

- _____ I understand that submission of supporting documentation is required, incomplete appeals cannot be evaluated, and my financial aid will remain suspended.

- _____ I understand that if I submit my appeal after the published deadline, my appeal will be reviewed on the next scheduled appeal deadline date.

Signature: _____

Date: _____