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**COMPLETE ALL SECTIONS: Please complete this form in blue or black ink and print legibly**

_____ Student Last Name	_____ First Name	_____ Middle Initial	_____ Student ID Number
_____ Academic Advisor / Dean Name		_____ Anticipated Graduation Date	_____ Program

### Instructions

A student who is **ineligible** for a TEXAS Grant award based on the general requirements may be deemed eligible under a hardship provision. There are restrictions on which eligibility requirements can be granted a hardship as funding is limited.

#### Hardship Conditions:

Such hardship conditions may include, but are not limited to:

- A severe illness or other debilitating condition that may affect the student's performance;
- An indication that the student is responsible for the care of the sick, injured or needy person and the provision of care if affecting the student's performance;
- Enrolling below three-quarter time to complete the student's degree plan.
- Illness or death of family member.

#### Important Information:

Students enrolled less than 6 Semester Credit Hours (SCH) cannot be considered for a hardship and are not eligible for a TEXAS Grant award. However, in the event of a hardship or for other good cause, a person may be eligible to receive a TEXAS Grant while enrolled for an equivalent of six to nine SCH or if the student's GPA or number of completed hours falls below the Satisfactory Academic Progress (SAP) requirement.

Appeals based solely on financial and/or emotional needs without sufficient documentation will not be approved. Work is not considered a hardship as financial aid is viewed as a supplement to student income in order to help reduce the number of hours the average student would have to work in any given week. It is the responsibility of the student to successfully complete all classes enrolled.

**Submitting an appeal does not guarantee the reinstatement of TEXAS Grant eligibility.**

#### Tuition and Fees:

The student should make alternate payment arrangements to cover the cost of tuition and fees.

#### Submission Requests:

Students have the right to submit a completed TEXAS Grant Hardship Provisions Appeal form and any documentation necessary to substantiate the circumstances of the appeal within 10 business days of the student receiving the ineligible determination notice. Appeals submitted after the 10<sup>th</sup> business day will not be evaluated or effective until the next term. Submissions must be sent to the Office of Student Financial Services.

#### Review:

All documentation will be reviewed by the Financial Aid Appeals Committee (FAAC) within 14 business days from the date the appeal and documentation was submitted.

#### Decision:

Students will be notified of the decision by the FAAC via e-mail or letter upon review completion in approximately 4 weeks. All decisions made by the FAAC are final.

#### Student Completion Checklist:

- Completed Appeal form including personal statement detailing the extenuating circumstance(s)
- Supporting documentation

**A. Reason for Provision**

Check the box that applies for ALL questions

I am appealing for the following semester:  Fall  Spring

**Hardship Condition(s):**

- A severe illness or other debilitating condition that may affect the student's performance;
- An indication that the student is responsible for the care of the sick, injured or needy person and the provision of care if affecting the student's performance;
- Enrolling below three-quarter time to complete the student's degree plan.
- Illness or death of family member
- Other: \_\_\_\_\_

**B. Appeal & Documentation**

Complete ALL sections

**Personal Statement:**

Please explain the specific circumstances that prevented you from maintaining TEXAS Grant eligibility and SAP. Attach as many additional pages as necessary to fully explain your individual circumstances.

**Documentation:**

Provide copies of all documentation relevant to your hardship situation, including but not limited to:

- Medical documentation: hospital records, doctor statements, etc. These documents must specifically indicate the student was unable to perform school-related activities.
- Death certificate, newspaper obituary for immediate family member
- Related documents from a counselor, therapist, clergy member or social worker associated with emotional or family difficulties which affected the student's performance
- Police reports or incidents in which the student was the victim of a crime

**C. Certification and Signatures (no electronic signatures accepted)**

Signing below certifies that all of the information reported is complete and correct and that I understand and acknowledge the following:

- 1) There is no guarantee a TEXAS Grant award will be made
- 2) Decisions are made on a case by case basis
- 3) Submission of this form does not constitute TEXAS Grant approval.

**WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date