



****EFFECTIVE FOR THE 2020-2021 AID YEAR****

Beginning with the 2020-2021 Aid Year (Summer 20, Fall 20, and Spring 21), we will be using a [Financial Aid Document Portal](#) for students to upload all requested Financial Aid Forms that are listed as “Unsatisfied Requirements” in your LoLA account and any additional information that we may request to process your financial aid.

Instructions for getting your forms in LoLA:

From LDCC Homepage www.ladelta.edu

Log onto LOLA – with your username and password

Under Self Service BANNER – click on FINANCIAL AID

Under Financial Aid Links-Click on Louisiana Delta Community College

Select the 2020 -2021 Award Year from the drop down and view your requirements

“Unsatisfied Requirements” will be displayed. Click on forms requested and a PDF form(s) should display

You must **first** save the PDF fillable form(s) on your desktop, laptop, or phone. Next, complete, sign (student and parent if needed; you may also sign with a digital signature), and upload them to the “**Financial Aid Document Upload**” Portal at the following link:

<https://www.ladelta.edu/admissions/financial-aid/financial-aid-document-upload>

OR at www.ladelta.edu/. Click on Admissions > Financial Aid > Financial Aid Document Upload (located on the side toolbar)

You must click “BROWSE”, on the portal, to attach your completed form(s) for upload

Please check your LOLA weekly for updates

SATISFACTORY ACADEMIC PROGRESS (SAP) Appeal Form
Summer 20/Fall 2020/ Spring 2021

STUDENT INFORMATION

Name _____ Student ID # _____

Address (Street) _____ Date of Birth _____

City, State, Zip Code _____ SSN _____

Best Contact Phone # _____ Semester Appealing: Summer 20 _____ Fall 20 _____ Spring 21 _____

Due to COVID-19 Summer appeals will be accepted by ALL students. (Examples of COVID-19 extenuating circumstances: Loss of job, loss of childcare, hospitalization, death, lack of technology, etc.) The deadline for Summer appeals to be turned in is July 7, 2020

If you are appealing due to COVID-19 circumstances, please check the box and submit documentation and the additional information requested below in the checklist.

Review Checklist Before Submitting:

1. **Submit completed form** with all supporting documentation to the Office of Financial Aid at the Knight Center or your campus' Office of Financial Aid. **Submission of incomplete appeals will be returned to student and appeals without all documentation will be denied.**
2. **Appeal Statement: Attach a typed statement with an official signature** describing the extenuating circumstance that kept you from meeting the established satisfactory academic standards and also explain how the situation has changed so that you can now meet the requirements. If you are appealing because you did not meet the requirements of the Academic Plan, your extenuating circumstance must have occurred during your most recent semester. **(HANDWRITTEN STATEMENTS AND TYPED SIGNATURES ARE NOT ACCEPTED)**
3. **Students cannot appeal more than once during the same semester.** Any subsequent appeal received in our office will be reviewed in the following semester that appeals are reviewed.
4. **Your documentation** must support your extenuating circumstances and semester(s) of poor performance.
5. **Supporting documentation is attached**

Extenuating Circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress while meeting SAP.

Examples of significant circumstance are listed below and must include supporting documentation:

Medical illness and/or injury of you OR family member. **Attach** a copy of medical documentation with required dates. (Ex: Doctor's statement on official letterhead, hospital admittance and release dates, etc...)

Death in immediate family: parent, spouse, child, grandparents, siblings, aunts or uncles. **Attach** a copy of the death certificate **and** obituary.

Call to activity military duty. **Attach** a copy of military orders

Other extenuating circumstance(s); such as legal problems, police matters, foreclosure, eviction, etc. **Attach all** supporting documentation.

6. **Attached copies of all unofficial transcript(s) if using as supporting documentation (if applicable)**
7. **You are only allowed to submit three (3) appeal requests while attending LDCC.**

Please adhere to the following deadlines when submitting this form.

Appeal forms will NOT be accepted after Final Deadline Date. Also, during high peak times, appeals will not be reviewed during the months of August and January.

Semester	Priority Deadline	Final Deadline (14 th Class Day) Fall/Spring Only
Summer	May 15, 2020	July 7, 2020
Fall	June 30, 2020	September 4, 2020
Spring	November 30, 2020	January 29, 2021

Federal regulations require financial aid recipients to maintain Satisfactory Academic Progress (SAP) in accordance with LDCC's Financial Aid SAP Policy. SAP includes cumulative grade point average (GPA), completion rate (67%), and maximum credits allowed that a student must meet in order to be eligible for federal financial aid. For more information regarding the College's SAP Policy, go to www.ladelta.edu, then click on Students, Financial Aid, & SAP to review the LDCC SAP Policy. You may also request a paper version by visiting the Office of Financial Aid at your respective campus.

Submitting this form does not guarantee reinstatement of financial aid. The student is responsible for any charges incurred during periods of ineligibility. You will be notified via postal mail and in LOLA, the outcome of your appeal decision within 10-15 business days after the receipt and review of the appeal. PLEASE NOTE: The SAP Appeals Committee may deny your appeal request. **You are allowed to submit three (3) appeal requests** while attending LDCC. However, appeals can only be made once per payment period. This does not mean one or either of these requests will be approved.

Appeals will not be considered for:

- Your need for financial aid
- Lack of knowledge that your financial aid was in jeopardy or understanding LDCC's SAP Policy
- You did not know what to major in or what classes to take
- You were not focused or committed to your education
- You did not attend classes or your discretionary decision to withdraw from college
- Transportation issues
- Work or work hours issues
- Uncomplicated pregnancy

I certify all the above information submitted is accurate. I further understand that submission of incomplete appeals will be returned to student and appeals without all supporting documentation will be denied. I fully understand that approved appeals will have conditions established in the approval of the appeal, and that those conditions must be met to be considered for future federal aid.

Student Signature: _____ Date: _____