

**STUDENT FINANCIAL AID
Enrollment Verification
Appeal Form
2008-2009**

Student Financial Aid (SFA) has established an appeal process to allow federal Title IV financial aid recipients to appeal the determination by SFA that the student did not participate and/or complete participation in one or more courses.

This appeal must be completed and submitted to the SFA Office within 30 days from the date of notification that your aid was adjusted based on your reported attendance.

Student's Last Name: _____ First Name: _____

Student's BGSU ID #: _____ Cell Phone #: _____ - _____ - _____

Mailing Address: _____
Street or P. O. Box City State Zip Code

List the course(s) and term(s) for which you are appealing:

COURSE NAME	COURSE NUMBER	SUM	FALL	SPR

Required Supporting Documentation

- You must submit documentation supporting the conditions of your appeal. This documentation may include information (letter, memo, e-mail) from the professor, college, or department indicating your participation and/or completion of the course work in question. If this documentation is to support grades of incomplete, the final grade is to be provided by the professor when possible. Documentation should be directed to: Jackie Tracy, Student Financial Aid, 231 Administration Bldg., Bowling Green State University, Bowling Green, Ohio 43402 or jstracy@bgsu.edu.
- Attach a signed statement explaining, in detail, the reason(s) you dispute the information received by SFA regarding your participation and/or completion of this course. This statement may include dates of attendance and/or grades from completed assignments.

If you do not submit documentation with this form your appeal will automatically be denied.