Information to Applicants

The following is appeal information for undergraduate and postgraduate via coursework students who have not met the minimum grade point average requirements stipulated in the FFEL SAP.

Students who have their eligibility for US Federal Aid suspended may appeal the suspension if one or more of the following circumstances exist:

- Death of a family member (parent, spouse, sibling, dependant child, etc.)
- The extended illness of the student – extended illness as defined as a documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 15 days or more in two successive academic periods
- Mitigating circumstances as determined by the Financial Aid Appeals committee.

The information must be submitted to:
Financial Aid Director (Appeal)
usfinancialaid@uws.edu.au

no later than five working days after you have been advised in writing that you have had your FFELP eligibility suspended as result of failing to attain the required standard.

You must in your appeal letter detail the following:

1. **Explanation of Past Performance**
   A letter listing the circumstances and provide supporting documentation to document the circumstances that prevented you from meeting the SAP standards. This documentation must include an estimated completion date; your full name; student number; email address and telephone contact details.

2. **Actions that are intended to meet required GPA requirements**

3. **Supporting Documentation**
   (with appropriate waiver to release this information to the SAP Committee as appropriate)

Failure to submit all the required documentation will result in the application being denied.

You will be notified in writing within four working days after submission of your appeal as to the outcome.