Texas A&M International University
Office of Financial Aid
Financial Aid Appeals Committee

Appeal Process

Students who have been placed on Financial Aid Suspension have the right to appeal their Satisfactory Academic Progress (SAP) status. **However, the submission of an appeal is only a request and does not imply that a financial aid hold will be removed or that approval of the appeal is forthcoming.** Appeal Committee decisions are final and cannot be overturned by another institutional office or official as set forth by Federal Regulations. Furthermore, students who have maxed hours CANNOT appeal. These students must complete their degree program at their own expense but are eligible to apply for scholarships, private loans and emergency loans.

**Required Items:**

1. A complete financial aid folder for the academic year in which student is appealing.

2. Students must submit a signed written letter to the Office of Financial Aid requesting a review of their SAP status. The letter must include the reason(s) attributing to the student’s inability to maintain University SAP standards. If the student possesses extenuating circumstances, such as medical reasons or the death of an immediate family member, proper documentation must accompany the appeal. **Student’s letter must also include the following information:**
   - Student’s name
   - Student’s ID number
   - Student’s e-mail address
   - Student’s local mailing address
   - Student’s local telephone number
   - Date of the appeal
   - Semester and year for which student is appealing (Fall, Spring, or Summer)
   - Reason for appeal: GPA and/or Deficit Hours

3. Students must submit letter of recommendation, **on official TAMIU letterhead**, from a University official; such as the student’s Academic Advisor, Professor, Department Chair or College Dean. The letter must include the student’s academic performance, current standing, anticipated graduation date and reason for recommendation.

**NOTE:** The Financial Aid Appeals Committee will evaluate complete appeals only. Results of the appeal will be available two weeks after the deadline. The student will be notified of the results by e-mail, telephone and/or regular mail.

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