

# Student Services Request for Appeal

**FORM MUST BE FULLY COMPLETED TO BE CONSIDERED FOR APPEAL.**

Warrior Tag: \_\_\_\_\_

My major is: \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(please print) Last First (Maiden)

Address: \_\_\_\_\_

The appeal I am filling out is for the following semester:

- Summer \_\_\_\_\_ (year)     Fall \_\_\_\_\_ (year)     Spring \_\_\_\_\_ (year)

**I am requesting an appeal for the following:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Withdrawal</b>          | <input type="checkbox"/> <b>Grade Change for</b> | <input type="checkbox"/> <b>Financial Aid</b>      |
| <input type="checkbox"/> After refund period        | <input type="checkbox"/> Summer _____ (year)     | <input type="checkbox"/> Financial Aid Suspension  |
| <input type="checkbox"/> After last official date   | <input type="checkbox"/> Fall _____ (year)       | <input type="checkbox"/> Over Hours                |
| <input type="checkbox"/> Waive charges on account   | <input type="checkbox"/> Spring _____ (year)     | <input type="checkbox"/> Already received a degree |
| <input type="checkbox"/> <b>Academic Suspension</b> |  |  |

*\*If you are requesting to withdrawal after the refund period, withdrawal after last official date or are requesting a grade change that is due to any medical reason or any reason that can be established by documentation, paperwork must accompany appeal.*

Please provide information and justification for your appeal? \_\_\_\_\_

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SHOULD YOUR APPEAL BE GRANTED, ALL CONDITIONS OF THAT APPEAL MUST BE MET TO BE CONSIDERED FOR FUTURE APPEALS.**

For Office Use Only: GPA: _____ Credits Attempted: _____ Credits Earned: _____ Completion Rate: _____ Previous # of appeals: _____ Special Conditions followed? Yes _____ No _____ N/A _____ Holds _____ Academic Status _____ Special Program: _____
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Please complete this form and return it to the Financial Aid Office, Rend Lake College, 468 North Ken Gray Parkway, Ina, IL 62846. Phone: (618) 437-5321, ext. 1298. Fax: (618) 437-5677.

**THE DECISION OF THE COMMITTEE IS FINAL.**