PETITION FOR REVIEW OF FINANCIAL AID ELIGIBILITY

Lehigh University provides an appeal process for students who are denied financial aid due to academic performance. Students who are petitioning for aid must submit:

- A complete application for financial aid by the given deadlines.
- The “Petition for Review of Financial Aid Eligibility” form (this form), signed by the student.
- An expansive self-statement about what contributed toward the academic performance that failed to meet the minimum standards for financial aid renewal, as well as what has changed that will allow you to make satisfactory academic progress.
- An approved academic plan, approved and signed by your academic advisor (see attached template).
- Two faculty endorsements. These should be statements concerning your recent (within two semesters) classroom performance and potential for future success in the Lehigh classroom.
- A copy of your Degree Audit Report (from Banner)
- An unofficial copy of your transcript (from Banner)

Complete petitions should be submitted **ONE WEEK** prior to the committee meeting dates in order to receive full consideration. Contact the Office of Financial Aid to find out the exact dates of the committee meetings, and deadline to submit petitions. **It is your responsibility to ensure that the complete petition is submitted and processed **ONE WEEK prior to the committee meeting dates.** The petition application status can be viewed on Banner Self-Service.

The committee is looking for a clear indication that you have made a committed effort to achieve academic success, measured in part through regular classroom attendance, completion of assignments, seeking tutorial assistance or other means. Your professors may be contacted directly for additional input.

You will be notified of the committee’s decision 3 – 5 business days following the decision. If a petition is approved by the committee, you will be put on financial aid probation and be given a financial aid award for one semester with the ensuing semester’s aid pending satisfactory academic progress is made. If the petition is approved, it is assumed that you will follow the academic plan that has been submitted (variation of courses is accepted as long as progress is made toward a degree in the time span listed on the plan). If you have failed to make progress in the semester after an approved petition has been completed, you will lose eligibility for financial aid.

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**PETITION FOR REVIEW OF FINANCIAL ELIGIBILITY-FACULTY STATEMENT**

Please submit to Lehigh University’s Office of Financial Aid via the [Financial Aid Documentation Upload Center](#), by mail, or by fax (610)758-6211. You may also contact our office at (610)758-3181 or [financialaid@lehigh.edu](mailto:financialaid@lehigh.edu)
This student has been denied University financial aid because of an unsatisfactory academic record. (S)he is petitioning for reconsideration based on a self-evaluation together with statements from two faculty members. We are looking for indications that this student has made an effort in the classroom as measured by attendance, attitude and the timely submission of required assignments - together with an assessment of academic potential.

Please return this form (attaching any supplementary pages) within two weeks of receipt unless asked to do so more quickly because of the expected date of Committee review. While your support cannot guarantee a favorable decision, it will greatly assist the Committee on Undergraduate Financial Aid in their deliberations.

You may also e-mail your response to financialaid@lehigh.edu.

Thank You,
Jennifer Mertz
Director, Financial Aid

Faculty Name ___________________________ Faculty Signature ___________________________ Date ____________

This document will become a part of the student’s file. Please be advised that students have a right to view all information in their file.

Academic Plan Worksheet

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