



# Financial Aid Appeal Information

Columbia College (800) 231-2391, ext. 7252 or (573) 875-7252

Financial Aid Office  
1001 Rogers St.  
Columbia, MO 65216  
Phone: (573) 875-7252  
Fax: (573) 875-7452  
[FinancialAid@ccis.edu](mailto:FinancialAid@ccis.edu)

Questions Answered:

• **When is an appeals form necessary?**

Section A

• **When and how will I be notified of the decision?**

Section B

• **Will the appeal committee ask for additional documentation from me?**

Section C

• **How will I know the Financial Aid office received my appeal or additional documentation?**

Section D

The appeal form is submitted online: [Financial Aid forms](#). Additional questions should be directed to [FinancialAid@ccis.edu](mailto:FinancialAid@ccis.edu) or call (573)875-7252.

## A. When is an appeal form necessary?

Students who have been suspended from financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress. Extenuating circumstances include, but are not limited to, the following:

- Death of an immediate family member
- Severe injury or illness of the student or an immediate family member
- Emergency situations such as fire or flood
- Legal separation from spouse or divorce
- Military reassignment or required job transfers or shift changes

**Be Aware:** There are two types of suspension—academic and financial aid. If you have questions regarding academic suspension, please contact your academic advisor. If you are unsure if your situation warrants a financial aid appeal, contact us at [FinancialAid@ccis.edu](mailto:FinancialAid@ccis.edu).

## B. When and how will I be notified of the decision?

Students are notified of the results in the Columbia College CougarMail account. See chart below for notification dates. **Important:** appeal forms should be submitted as soon as possible. At certain times of the year, appeal forms are reviewed more frequently and you may receive notification of the decision earlier than the posted date below.

If all appeal document submissions show received in CougarTrack Self-Service Financial Aid “Required Documents” link by:	The notification of decision will be sent to CougarMail by this date:
January 8, 2024	January 11, 2024
January 15, 2024 (MLK Day)	January 18, 2024
January 22, 2024	January 25, 2024
January 29, 2024	February 1, 2024
February 5, 2024	February 8, 2024
February 12, 2024	February 15, 2024
February 19, 2024	February 22, 2024
February 26, 2024	February 29, 2024

## C. Will the appeal committee request additional documentation from me?

The Appeal Committee will not request additional supporting documentation when reviewing your submitted appeal. If you have additional supporting documentation that you want reviewed with your appeal, submit to the Financial Aid office as soon as possible. Some examples of appropriate documentation include: death certificates, medical documentation, documentation showing emergency situation, legal separation or divorce documents, military reassignments or job/shift transfer documentation, or unofficial transcripts. This documentation should be submitted as soon as possible after submitting your electronic [Financial Aid Appeal Form](#).

## D. How will I know the Financial Aid Office received my appeal or additional documentation?

Appeal documentation will show as received in your **CougarTrack Self-Service Financial Aid “Required Documents” link**. If you marked ‘YES’ that you would be submitting additional documentation with your appeal form, the Committee will not review your appeal until those supporting documents are received. See the chart above for document deadlines. If you indicated “YES” that you would submit documents, but now do not want to send additional documents, please notify [Financial Aid@ccis.edu](mailto:FinancialAid@ccis.edu). We recommend that students frequently check CougarMail for updates.