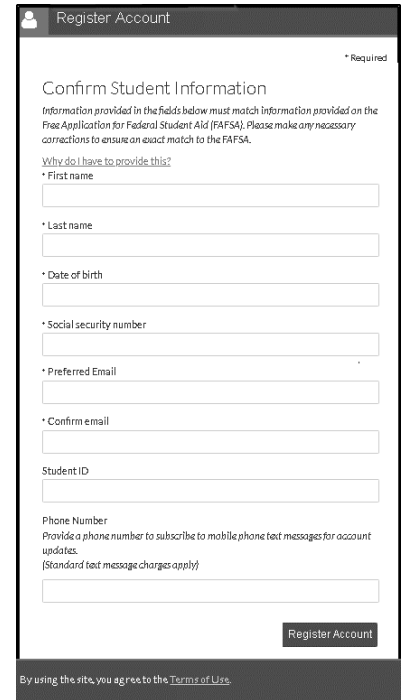


How to Complete an Appeal

1. Complete your 2019-2020 FAFSA and wait for the NMC confirmation e-mail that we have received it.
2. Make sure you are logged into MyNMC. Click on nmc.verifymyfafsa.com and create your account, if not already created. If you have already created an account, continue to step 3.

How to Create an Account:

- i. Click nmc.verifymyfafsa.com
- ii. You'll see the screen below and be prompted to verify your information. You must enter your info EXACTLY as it was entered on the FAFSA .
- iii. If you are having trouble verifying your account, contact the Enrollment Services Office (located in the Tanis building or 995-1035).



3. Once have created an account you'll see a + - Request button on the top right of your home page.

4. Click the green plus button next to the SAP Appeal to request it.

5. Once you have requested it, you will have to fill in a small explanation of why you are requesting the appeal. This is not meant to be your appeal form, just a request.

+ - Requests
✕

You can request to open an appeal or upload a specific document, or close the request if you no longer wish to proceed. Any item with a green addition button may start the request process, but you may only request that item one at a time. You can cancel a request with the red cancel button, but once the item has been sent to review by the school you may not cancel the request. If you are unsure which award year to choose for a request, please confirm with your school.

| | 2019-2020 | 2018-2019 | | |
|---|-----------|-----------|---|---|
| SAP Appeal | + | - | + | - |
| Dependency Appeal | + | - | + | - |
| Family Contribution Appeal | + | - | + | - |
| Parent Refusal to Provide Information for the FAFSA - NMC | + | - | + | - |

Cancel

+ - Requests
✕

SAP Appeal--2019-2020

Please explain your reason for this request.

I would like to have my Financial Aid reinstated.

You must enter at least 3 characters in the comments field.
Characters left: 255 / 255

Go Back
Submit

Success
✕

Your request has been successfully created!

OK

- Once you've submitted your request, you will see a new task assigned on your home page. If you click the green bar that says: SAP Appeal, you will see the required forms. First fill out the SAP Appeal Web Form.
- You'll see a page of instructions, and then you'll be prompted to confirm your information.

Demographics

Please correct the following information if needed.

*First name

*Last name

*Phone number

[← Back](#)

- Next you'll be given the opportunity to explain your situation. Once you've completed this and checked that you will provide Third Party Documents, you will be asked to review your information and E-sign.

*If you have not already created an E-Sign Pin, you will see a link that Says: Create your E-Sign Pin.

* E-Sign PIN
 Forgot your E-Sign PIN?

Opt out of E-Sign
 NO

[E-Sign](#)

2019-2020 Verification
2019-2020 SAP Appeal 1

[Notification History](#)

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

▼
SAP Appeal

You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement:
[Read More](#)

💬

📄
Appeal Status: Open

SAP Appeal Web Form ?

Upload Supporting Third Party Documentation ?

[📄 Fill Out](#)

[📄 Upload](#)

[Submit](#)

Signed Statement Request

Instructions

Please provide the following information so we can review your SAP appeal.

- Please state what degree and program of study you are pursuing.
- Look up the following information on www.nsls.ed.gov and provide it. Please note even if the answer is zero.
 - Aggregate Loan Debt in dollars (Maximum for an undergraduate independent is \$57,500; dependent student is \$31,000)
 - Pell Lifetime Eligibility Used (LEU) as a percentage. (Maximum is 600%, which is 6 years of full-time enrollment)
- A detailed statement that includes the following information:
 - Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress, or the reason why you have run out of credits allowed for your program, but still have classes to complete.
 - What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.
 - The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future.

Once the Appeals Committee has decided your appeal, we will notify you by email of the result and further actions you need to take. If approved, you will be given a specific plan for success that you must follow to remain eligible.

Non-Discrimination Policy Notice

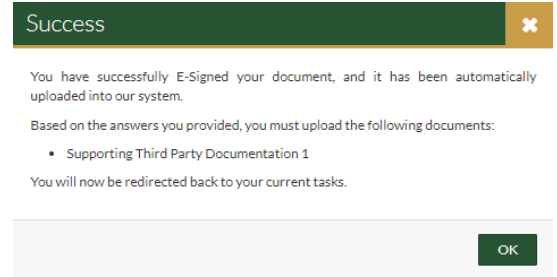
Northwestern Michigan College (NMC) is committed to a policy of equal opportunity for all persons and does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, genetic information, height, weight, marital status or veteran status in employment, educational programs and activities and admissions. nmc.edu/nondiscrimination

Required: enter your statement...

I will provide supporting 3rd party documentation.

[← Back](#)
[Continue →](#)

9. Once you have signed your document you will see the Success screen and be redirected to upload any documentation that supports your appeal.



A green notification box with a close button (X) in the top right corner. The text inside reads: "Success", "You have successfully E-Signed your document, and it has been automatically uploaded into our system.", "Based on the answers you provided, you must upload the following documents:", a bulleted list containing "Supporting Third Party Documentation 1", and "You will now be redirected back to your current tasks." At the bottom right is a green "OK" button.

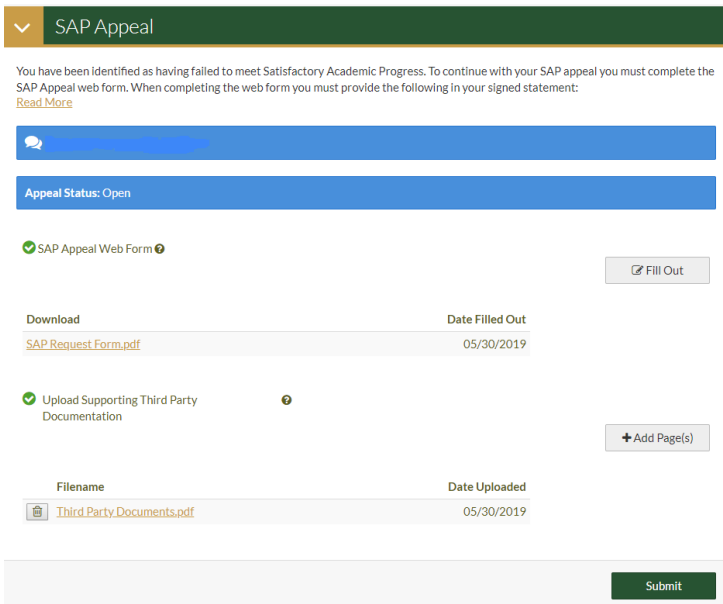
10. The next step is to upload your documentation. You can do this by clicking the upload document and selecting the file you would like to upload. You can upload more than one document, if needed.

○ Upload Supporting Third Party Documentation

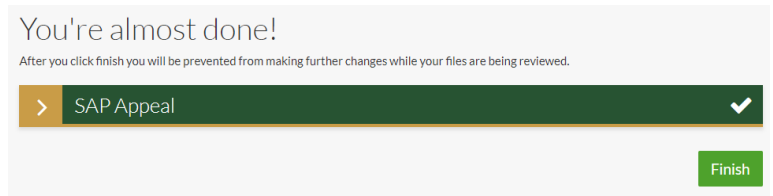


↑ Upload

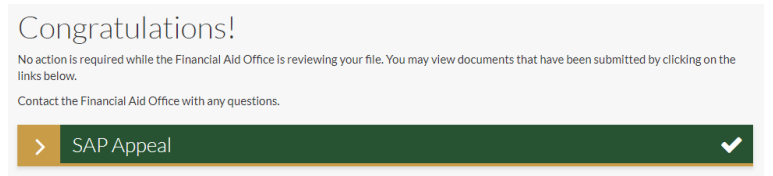
11. Once your documents have been uploaded you will be able to submit your appeal. Once you hit submit, it will ask you to click Finish. Then you're DONE!



A dashboard titled "SAP Appeal" with a dropdown arrow. It contains a message: "You have been identified as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide the following in your signed statement." Below this is a blue bar with a chat icon and "Appeal Status: Open". A green checkmark indicates "SAP Appeal Web Form" is completed, with a "Fill Out" button. A table shows a download of "SAP Request Form.pdf" on 05/30/2019. Another green checkmark indicates "Upload Supporting Third Party Documentation" is completed, with an "Add Page(s)" button. A second table shows a file "Third Party Documents.pdf" uploaded on 05/30/2019. A "Submit" button is at the bottom.



A notification box with a title "You're almost done!". The text says: "After you click finish you will be prevented from making further changes while your files are being reviewed." Below is a green bar with a right arrow, "SAP Appeal", and a checkmark. A green "Finish" button is at the bottom right.



A notification box with a title "Congratulations!". The text says: "No action is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by clicking on the links below. Contact the Financial Aid Office with any questions." Below is a green bar with a right arrow, "SAP Appeal", and a checkmark.

12. Once the SAP Appeals Committee has reviewed your file, they will notify you via your NMC e-mail.