

Financial Aid Office Use Only

Credits Attempted:	Notes:
Credits Completed:	-----
Completion Ratio:	-----
CGPA:	-----
CIVI CGPA:	-----

Action taken by Financial Aid Office	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending _____	
<hr/>	
<hr/>	
<hr/>	
Signature of Financial Aid Officer:	Date:

Appeal Denied	
<input type="checkbox"/> Coded 97	Initials:
<input type="checkbox"/> Coded Appeal Response in Comment Section	Initials:
<input type="checkbox"/> Appeal Denied Letter Created, Completed and Mailed to Student	Initials:

Appeal Pending	
<input type="checkbox"/> Coded 97	Initials:
<input type="checkbox"/> Coded Appeal Response in Comment Section	Initials:
<input type="checkbox"/> Appeal Pending Letter Created, Completed and Mailed to Student	Initials:

Appeal Approved	
<input type="checkbox"/> Coded 97	Initials:
<input type="checkbox"/> Coded Appeal Response in Comment Section	Initials:
<input type="checkbox"/> Appeal Approved Letter Created, Completed and Mailed to Student	Initials:
<input type="checkbox"/> 99 to 96	Initials:
<input type="checkbox"/> Coded 98 (as an RQ item) if APP required	Initials:
<input type="checkbox"/> Update XZ Code to Most Recent Completion Rate (Ex: Attempted 60/35 Completed = 53% Ratio, CPGA 2.6)	Initials:
<input type="checkbox"/> Activate Awards (send email to loan advisor if student has loans)	Initials:
<input type="checkbox"/> Alert Advisor (email or RQ item) if needs additional review	Initials:
<input type="checkbox"/> R2T4/PWD Calculated (R2T4 advisor)	Initials:
<input type="checkbox"/> Repayment(s) Paid (R2T4 advisor)	Initials: