



Today's Date	
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**Administrative Appeal Request**  
(For Office Use Only)

<b>Submitted By:</b>						
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<b>Student Name</b>		<b>ID#:</b>		<b>Semester:</b>		<b>Number of Credit Hours:</b>	
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<b>Address:</b>						
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<b>City:</b>		<b>State#</b>		<b>Zip:</b>	
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<b>Home #:</b>		<b>Cell#:</b>	
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<b>Reason for Appeal:</b>	<b>Courses to Drop:</b>
<b>Please check <input checked="" type="checkbox"/> appropriate box.</b>	
<input type="checkbox"/> <b>Payment Due Date HOLD</b>	
<input type="checkbox"/> <b>Staff Error</b>	
<input type="checkbox"/> <b>Student Exception</b>	
<input type="checkbox"/> <b>Other:</b> _____	

Who put on <i>HOLD</i> :	_____	_____
	<i>Signature</i>	<i>Date</i>
Supervisor:	_____	_____
	<i>Signature</i>	<i>Date</i>

<b>Appeal Denied (Reason):</b>

<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
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<b>Financial Aid Disbursed:</b>	
<input type="checkbox"/> <b>NO</b> Tuition & Fees Total Removed \$ _____	Reduced Tuition By: _____
<input type="checkbox"/> <b>YES</b> Aid Earned Amount \$ _____	Processed by Initials: _____
	Processed Date: _____

<b>Authorizing Signature:</b>	
_____	_____
<i>Signature</i>	<i>Date</i>

Please submit this form to the Office of Student Services  
Prahl College Center – PCC-2040-L

