

**Appeal for Exception to Student Account Balance Policy
For returning students**

Student ID Number: _____

Student Name: _____

Contact Information: Phone: _____

Email: _____

Must use official University email

Appeal requests should be formally submitted to the Director of Student Accounts at studentaccts@hsu.edu with all required documentation no later than one month before the first day of classes (August 14, 2019, for Fall 2019 term).

Appeal Criteria:

- Student is requesting permission to enroll in future term classes and has an account balance that does not exceed:
 - \$3,500 for Fall 2019;
 - \$2,500 for registration for Mini-January 2020 and/or Spring 2020;
 - \$1,500 for registration for Summer 2020 and/or Fall 2020; and
 - \$1,000 for Mini-January 2021 and/or Spring 2021.
- Student must submit a letter explaining the circumstances that justify an appeal and a feasible plan for paying back the balance owed within one term.
- Student is willing to sign Statement of Financial Responsibility, Promissory Note, and Payment Plan Agreement.
- Student submitting an appeal authorizes release for the following information to be shared with the committee:
 - Student has maintained eligibility for federal and state aid.
 - Student has used all available financial aid to pay for tuition, fees, room, and board.
 - Student is in good academic standing and making satisfactory progress toward degree completion/graduation.
- For appeals for the spring 2020 semester and thereafter, students must also have completed a FAFSA and have accepted all available federal and state aid.