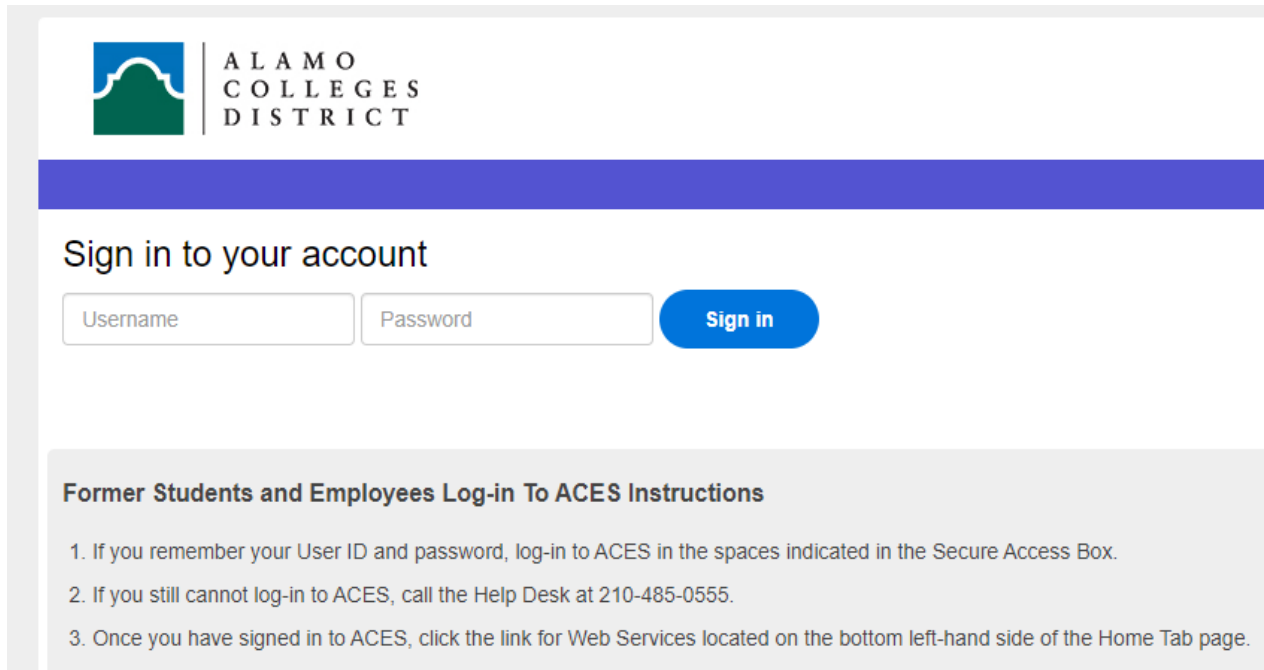


## Submitting a SAP Appeal

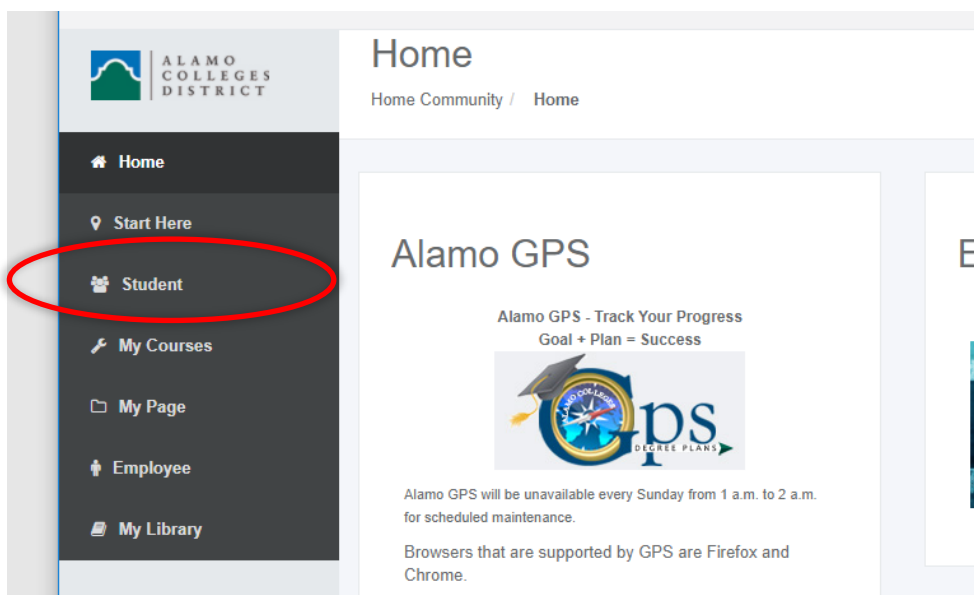
1. Log into ACES at <https://alamoaces.alamo.edu> using your Username and Password:



The screenshot shows the Alamo Colleges District ACES login interface. At the top left is the Alamo Colleges District logo. Below it is a blue horizontal bar. The main heading is "Sign in to your account". There are two input fields: "Username" and "Password", followed by a blue "Sign in" button. Below the login fields is a grey box titled "Former Students and Employees Log-in To ACES Instructions" containing three numbered steps:

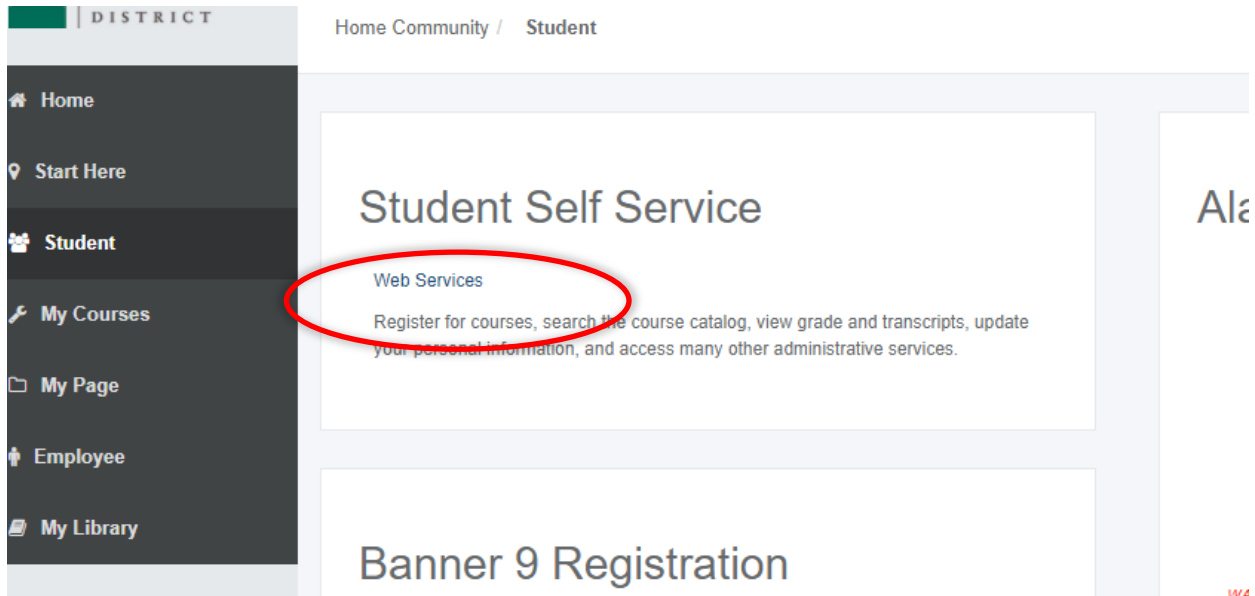
1. If you remember your User ID and password, log-in to ACES in the spaces indicated in the Secure Access Box.
2. If you still cannot log-in to ACES, call the Help Desk at 210-485-0555.
3. Once you have signed in to ACES, click the link for Web Services located on the bottom left-hand side of the Home Tab page.

2. Select the 'Student' option from the sidebar menu:

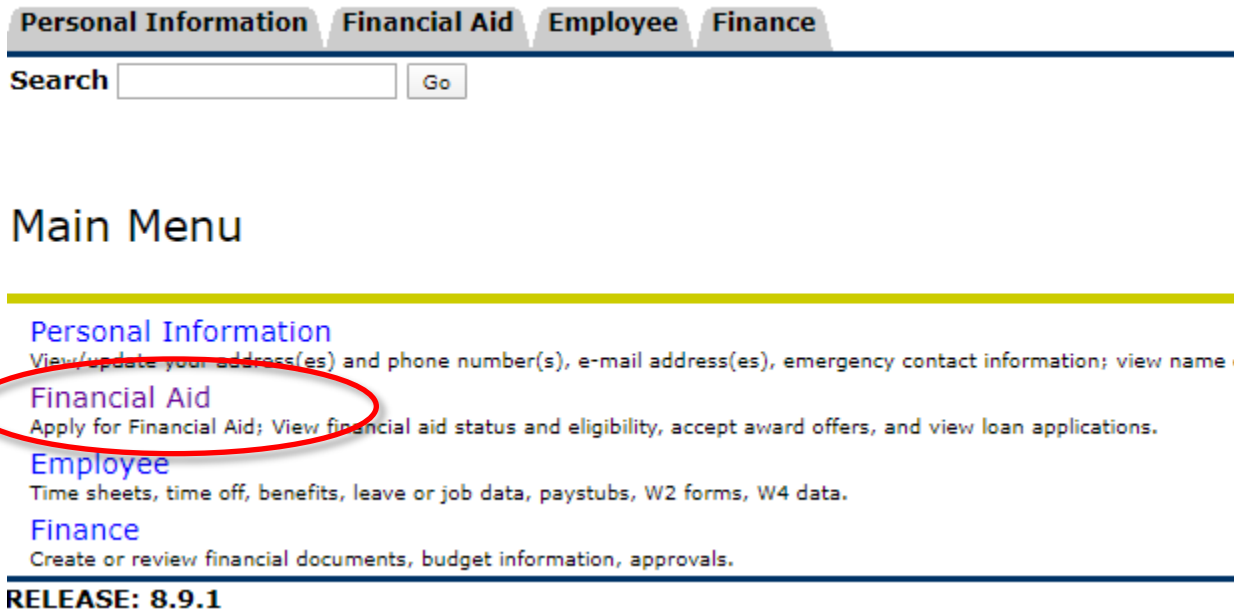


The screenshot shows the Alamo Colleges District Home page. The sidebar menu on the left contains the following options: Home, Start Here, Student (highlighted with a red circle), My Courses, My Page, Employee, and My Library. The main content area displays the "Alamo GPS" section with the heading "Alamo GPS - Track Your Progress" and the slogan "Goal + Plan = Success". Below this is a graphic for "GPS" (Goal + Plan = Success) and a notice: "Alamo GPS will be unavailable every Sunday from 1 a.m. to 2 a.m. for scheduled maintenance." and "Browsers that are supported by GPS are Firefox and Chrome."

3. Click on 'Web Services' in the Student Self Service area:



4. Select 'Financial Aid':



5. Select 'Appeal for Financial Aid Reinstatement' from the list of options:

**Personal Information** **Financial Aid** **Employee** **Finance**

Search

## Financial Aid

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[Financial Aid Status](#)  
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Eligibility](#)  
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academi

[Award](#)  
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applica

[College Financing Plan](#)

[Submit Financial Aid Documents](#)  
Tax Forms, Special Conditions, etc.

[Federal Direct Loan Request](#)  
Federal Direct Loan Request

[Summer Aid Application](#)  
Summer Aid Application

[Appeal for Financial Aid Reinstatement](#)

[E-Mail Alamo Colleges Student Financial Aid](#)

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**RELEASE: 8.9.1**

6. Complete the required fields (maximum of 4000 characters per field):

**Personal Information** **Student** **Financial Aid**

Search   [BACK TO MENU](#) [SITE MAP](#) [HELP](#)

### Appeal for Financial Aid Reinstatement

Sep 16, 2014 04:56 pm

Please review the information submitted by your adviser and complete this form. This appeal will constitute an agreement between the student and adviser of conditions for the appeal. Once this form is completed, you may submit any supporting documentation to your financial aid office.

Student ID:  
Name:  
Home College: SPC - St. Philip's College  
Program: SPC\_AA - SPC Assoc of Arts  
Degree Sought: AA - Associate of Arts  
Major: DMED - Digital Media  
Catalog Term: 201320 - Spring 2013  
Projected Graduation Term: 201510 - Fall 2014

**Advising Requirements**

Completed by: Ahlas, Amy S.  
Completed date: 09/16/2014 04:05 PM

Limit Hours of Enrollment to

Conference with Instructor(s)  
 Mid-Semester Progress Report  
 Disability Services  
 Counseling Services

Tutoring

Other

## Reasons for Appealing

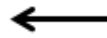
• - indicates a required field.

Reasons for not meeting Satisfactory Academic Progress: •



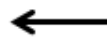
REASON

Plan of action to meet Satisfactory Academic Progress: •



PLAN OF ACTION

What are your educational goals: •



EDUCATIONAL GOALS

Do you have supporting documents you will be submitting to the Financial Aid Office? •

Yes  No

All documents must be submitted to the Financial Aid office within 7 days. No documentation will be accepted after the last day to appeal. After that date, the appeal will be reviewed based on the documentation available at the time.



8. Yes or No submitting supporting

## Acknowledgment

I understand that the appeal review process may take up to 7 weeks for the final determination but may take longer depending on the volume of appeals and time of year. I also agree to make payment arrangements for my registration expenses in the event that this appeal is denied or not reviewed prior to the payment due date. The decision of the appeals committee is final, however a student may re-appeal a denial after successfully completing one semester and meeting the SAP requirements. I further acknowledge that: When my appeal is reviewed I will be considered for but may not be guaranteed approval for loans and /or grants. If approved, eligibility will be reinstated as a "Probation" Status for one semester and progress will be reviewed again at the end of the semester. If SAP is not met or progress not completed according to the conditions of the Degree Plan, all financial aid eligibility will again be suspended.



9. Checkmark in acknowledgment field

Submit



10. Submit

RELEASE: 8.0