

ACCE NON-ACCEPTANCE/ INELIGIBILITY APPEAL

A student not accepted or deemed ineligible for the Access to Community College Education Program (ACCE) may submit this appeal due to 1) non-completion of ACCE requirements as stated on the ACCE application and ACCE website (www.nr.edu/ACCE) or 2) non-compliance with the requirements stated on the ACCE agreement signed by an ACCE accepted student. Due to the Family Educational Rights and Privacy Act (FERPA), appeals will only be accepted from the ineligible student or representative for the student if said student has a FERPA information release designation on his/her New River student account with the representative's name indicated.

If you have a special circumstance that warrants a review of your non-acceptance/ineligibility to ACCE, you may submit an appeal within 30 days of written or emailed notification of ACCE ineligibility. (Appeal must be received no later than the 30th day from date of notification of ineligibility. Submission of an appeal does not guarantee a change in ACCE status.)

Appeal Process

This appeals process pertains only to the administration of the Access to Community College Education Program, a program funded and administered by the New River Community College Educational Foundation. The Educational Foundation is a nonprofit organization operating separately from New River Community College with its own established scholarship administration rules. The Educational Foundation ACCE Appeal Panel decision is final and may not be overturned or re-appealed.

To appeal non-acceptance/ineligibility for ACCE:

- Complete the ACCE Non-Acceptance/Ineligibility Appeal Form
- Provide detailed explanation letter for your appeal (i.e., illness, death of family member, trauma, etc.)
- Provide supporting documentation as described below (i.e., physician's statement, death certificate, etc.)
- Submit the completed appeal form, detailed explanation and supporting documentation within 30 days of written or emailed notification of ACCE ineligibility. An appeal must be received in the Educational Foundation office no later than the 30th day from date of notification of ineligibility.
- **Appeal must be submitted through USPS via Certified Mail**

SEND TO:

New River Community College
Educational Foundation, Inc.
Attn: Angie Covey
5251 College Drive Dublin, VA 24084

Conditions for which an appeal will be considered include, but are not limited to:

- Serious illness or injury to student or immediate family member (parent, step-parent, guardian, spouse, sibling, child) requiring extended recovery time – documentation must include a statement by a medical authority supporting the appeal and explaining the serious illness or injury
- Death of an immediate family member (parent, step-parent, guardian, spouse, sibling, child) – documentation must include death certificate or public notice of the death
- Significant trauma in student's life that impaired the student's emotional and/or physical health – documentation must include, for example, a legal, medical, or law enforcement report noting the occurrence of a sudden or uncontrollable event that adversely affected the student's academic performance
- Other unexpected, but verifiable, circumstances beyond the control of the student, i.e., natural disaster
- Any or all parts of the ACCE application process not completed by the published ACCE application deadline (Free Application for Federal Student Aid (FAFSA), testing, etc.) due to application system failure or clerical error

Conditions for which an appeal will not be considered include:

- Placement test or multiple measures score below the ACCE requirement
- Locality/residence requirement
- Any or all parts of the ACCE application process not completed by the published ACCE application deadline (FAFSA, testing, etc.) due to oversight or inaction on the part of the applicant
- Final high school cumulative GPA below ACCE locality requirement
- New River GPA below ACCE locality requirement at end of each eligible semester
- Insufficient enrollment in minimum number of credits required for ACCE program
- Failure to complete ACCE required assigned community service project by end of each eligible semester

(SEE REVERSE SIDE FOR APPEAL FORM)



New River Community College
 Educational Foundation, Inc.
 5251 College Drive
 Dublin, VA 24084
 Phone: (540) 674-3618
 Email: acovey@nr.edu

ACCE NON-ACCEPTANCE/INELIGIBILITY APPEAL

 Student Name (Please Print)

 New River Student ID Number

Appeal for: _____
 Please provide semester/year (ex: Fall/2017)

THE DEADLINE TO APPEAL ACCE NON-ACCEPTANCE/INELIGIBILITY IS 30 DAYS FROM DATE OF WRITTEN OR EMAILED NOTIFICATION OF ACCE INELIGIBILITY. DUE TO FERPA REGULATIONS, APPEAL WILL ONLY BE ACCEPTED FROM THE INELIGIBLE STUDENT OR REPRESENTATIVE FOR THE STUDENT IF SAID STUDENT HAS A FERPA INFORMATION RELEASE DESIGNATION ON HIS/HER NEW RIVER STUDENT ACCOUNT WITH THE REPRESENTATIVE'S NAME INDICATED.

Please complete this form to appeal non-acceptance/ineligibility for ACCE. Attach documentation for your appeal, which may include: physician statements, death certificate, obituary notices, utility bills, student aid report, etc. *(Conditions for which an appeal will not be considered are listed on reverse side of this document. Please review.)*

PLEASE CHECK THE APPROPRIATE BOXES BELOW:

ACCE Locality	<input type="checkbox"/> Floyd County	<input type="checkbox"/> Montgomery County	<input type="checkbox"/> Radford City
	<input type="checkbox"/> Giles County	<input type="checkbox"/> Pulaski County	
Reason for Appeal	<input type="checkbox"/> Serious personal/family illness	<input type="checkbox"/> Significant trauma in student's life	<input type="checkbox"/> Other verified circumstances beyond student's control
	<input type="checkbox"/> Death in immediate family		

YOUR APPEAL MUST INCLUDE THE FOLLOWING ITEMS AND MUST BE DELIVERED TO THE EDUCATIONAL FOUNDATION NO LATER THAN THE 30TH DAY FROM DATE OF NOTIFICATION OF INELIGIBILITY:

- ACCE Non-Acceptance/Ineligibility Form
- Detailed explanation letter for your appeal (i.e., illness, death of family member, trauma, etc.)
- Supporting documentation as described above (i.e., physician's statement, death certificate, etc.)

By signing below, I affirm that the information on this form and the attached documentation is correct and complete to the best of my knowledge. I understand that appeals will be decided on a case-by-case basis. I understand the submission of this form does not imply or constitute approval of my appeal request.

 Student (or Representative) Signature

 Date

This appeal will be considered only if complete and received by the Educational Foundation within the 30-day deadline.

Foundation Use Only:	
Date Appeal Received _____	Received by _____
Date of Appeal Notification _____	Appeal Granted _____ Denied _____

Incomplete forms or missing documentation will be denied. Failure of any postal service to deliver appeal within the 30-day deadline will not be grounds for an extension of consideration. The Educational Foundation will notify the student of the determination of appeal by email to the student's New River Community College email address within 30 days of receipt of appeal.