

Spring 2023 Appeal Timeframe
September 12-November 4, 2022

STEP 1: CONTACT Certified Advisor to initiate the appeal process.

To schedule an appointment with your Certified Academic Advisor, please follow the instructions in the link below:

- SPC- <https://www.alamo.edu/spc/academics/academic-resources/academic-advising/>

MEET WITH CERTIFIED ADVISOR TO:

- Complete or update an Alamo GPS Degree Plan with a projected “End Term Date”
- Make academic recommendations

*** PLEASE NOTE:** Students cannot go to **STEP 2** without completing **STEP 1**

STEP 2: APPLY Complete & Submit the online Appeal Form AFTER meeting with Advisor

- Login to the Alamo Colleges/ ACES Portal with Username and Password
- Select “Student” option from sidebar menu
- Click on “Web Services” located in the **Student Self Service** area
- Select “Financial Aid” tab
- Select the **Appeal for Financial Aid Reinstatement** from the list of options

COMPLETE: Student will complete required statements for the online Appeal form

1. Reason(s) for Suspension
2. Plan of Action
3. Educational Goals

SUBMIT: Online Appeal for Financial Aid consideration

***PLEASE NOTE:** Supporting documentation (if indicated) must be submitted to Student Financial Aid within 7 days of completing the online Appeal.

Supporting documents may be submitted:

- In-Person at your campus Financial Aid office
- ACES portal - For instructions, click link, [Upload My Document](#),
- Email - DST-SFS@alamo.edu,
 - Documents submitted via the DST-SFS email with Personable Identifiable Information (SSN, DOB, etc.) must be password protected. The password should follow in a separate email.
- FAX - Please include name and Banner ID on all documents
 - St. Philip’s College Fax: 210-486-9138

STEP 3: COLLEGE REVIEW: Appeal will be reviewed for Financial Aid reinstatement by an appointed College Committee. Monitor your ACES PORTAL email and Financial Aid [messages](#) for the final decision.

(Allow at least 7 weeks for processing)