



PETITION FOR REINSTATEMENT

FALL 2013     SPRING 2014     SUMMER 2014

Return completed form to:

Financial Aid & Scholarships Office  
Box 2328  
Huntsville TX 77341-2328  
936.294.3668 fax

Student Name Ernest K. Cooper JR SAM ID 6356454

Classification \_\_\_\_\_ Anticipated Graduation Date 05/14 CELL OR LOCAL PHONE 832-8832612

**REASON FOR APPEAL:**

Deficient Completion Rate     Deficient Grade Point Average     Excess Attempted Hours     Official Grade Change  
Hazelwood    Yes  No

Students who fail to maintain SAP due to a mitigating circumstance (e.g., medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. Appeals will be evaluated as soon as possible. Any student submitting an appeal will receive a written response within ten (10) working days of the documentation arrival. If an additional appeal is desired, the student may request an appeal hearing to provide additional documentation to support his or her appeal. Any student who has been denied financial aid due to lack of SAP must be prepared to pay registration costs regardless of any pending appeal status. The Financial Aid and Scholarships Office will not recommend any extension of payment deadlines for these students.

Appeal Categories

- Death of an immediate family member (Immediate family member is a parent, child brother or sister);
- Illness or Injury which caused an inability to attend or prepare for class for an extended period;
- Change of major – for students denied due to maximum hours attempted;
- Extenuating circumstances beyond your control other than one of the above situations.

**Important:** Students who do not meet one of the above categories are not eligible for an appeal.

- Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be accepted.
- Work is not considered a hardship since financial aid is viewed as a supplement to the student's income in order to help reduce the number of hours the average student would have to work in any given week.
- It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, withdrawing from a class or repeating a class for which credit was previously earned is a personal decision made by the student.

How to Appeal

The following documents and information must be completed and submitted to the Financial Aid & Scholarships Office:

- 1) Petition for Reinstatement (appeal form)
- 2) Personal statement from the student, either typed or legibly written, providing the following information:
  - What was the cause for not meeting SAP requirements?
  - How has situation changed that will allow for demonstration of SAP for the term of the appeal?
  - For change of major, explain the reason for the change this late in your career, and list all previous and current majors. Also submit a copy of your Degree Works with your appeal.
- 3) Provide supporting documentation for cause and for the change in situation to rectify the problem(s).

**Appeal Deadline: 30 days after your official SAP denial notice has been sent to your SHSU e-mail account.**

Student Certification: All information on this form, the written appeal and supporting documentation is true and complete to the best of my knowledge. I certify that I have read the instructions and understand that submitting an appeal does not guarantee an approval.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# INCOME TAX WORKSHEET

## 2013-2014

Return completed form to: **Financial Aid and Scholarships Office**  
**Box 2328, Huntsville TX 77341-2328**  
**Fax: 936.294.3668**

Student Name Earnest K. Cooper Jr SAM ID 0356454

Phone \_\_\_\_\_ Cell or Local Phone 832-883-2612

**\*\*\*NEW\*\*\* You must submit an IRS Tax Return Transcripts for the verification process.**

Tax filing forms 1040, 1040EZ and 1040A are not accepted in the verification process.

To request a copy of your Federal Tax Return Transcript call the IRS at **1-800-908-9946** or go to **www.IRS.gov** and click on the "Order a Return or Account Transcript" link.

### **SECTION A: Student Applicant Tax Return Information**

If you (or your spouse) filed a 2012 Federal Tax Return, you must submit copy of your 2012 Federal Tax Return Transcript to the Financial Aid and Scholarships Office. Please check appropriate box:

- I (and/or spouse) have already filed a 2012 tax return. I
- worked but I did not and will not file a 2012 tax return.  
If you worked in 2012 but were not required to file a 2012 tax return, attach a copy of the W-2s you received.
- My spouse did not and will not file a 2012 tax return.  
If your spouse worked in 2012 but were not required to file a 2012 tax return, attach a copy of the W-2s you received.
- I did not work in 2012.

### **SECTION B: Dependent Student's Parent Tax Return Information**

If you were required to provide parental information when completing the Free Application for Federal Student Aid (FAFSA), and if your ) filed a 2012 Federal Tax Return, you must submit copy of your 2012 Federal Tax Return Transcript to the Financial Aid and Scholarships Office. Please check appropriate box:

- My parents have already filed a 2012 tax return.
- My father (stepfather) did not and will not file a 2012 tax return.  
If your father (stepfather) worked in 2012 but were not required to file a 2012 tax return, attach a copy of the W-2s they received.
- My mother (stepmother) did not and will not file a 2012 tax return.  
If your mother (stepmother) worked in 2012 but were not required to file a 2012 tax return, attach a copy of the W-2s they received.
- My parents did not work in 2012.

**Important: Print your full name and SAM ID on each Tax Return Transcript and W-2 submitted for processing.**

Student Signature	Date	Parent Signature	Date
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# VERIFICATION WORKSHEET

## 2013-2014

Return completed form to: **Financial Aid and Scholarships Office**  
 Box 2328, Huntsville TX 77341-2328  
 Fax: 936.294.3668

Student Name EARNEST K. COOPER JR SAM ID 0356454  
 Phone \_\_\_\_\_ Cell or Local Phone 832-883-2612

**SECTION A: Household Information**

**NOTE:** If you were required to submit your parents' information on the FAFSA, you are considered a dependent student.

**DEPENDENT:** List the people in your parents' household to include:

- Yourself and your parent(s) you live with (including step-parent), and
- Your parents' other children [even if they don't live with your parent(s)], if (a) your parents provide more than half of their support from July 1, 2013 through June 30, 2014, or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2013 through June 30, 2014.

**INDEPENDENT:** List the people in your household to include:

- Yourself and your spouse (if you have one), and
- Your other children (even if they don't live with you) if you provide more than half of their support from July 1, 2013 through June 30, 2014, and
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2013 through June 30, 2014.

First Name	Last Name	Age	Relationship to you	If this person (excluding parents) will attend college half-time or more in 2013-2014, print the name of the college.
EARNEST	COOPER JR		Self	SHSU

If you have more family members to include, please attach a separate sheet with the above information.

**SECTION B: Untaxed Income Information** (Complete this section if you did not and will not file a 2012 tax return with the IRS.)

<p><b>Student Applicant</b> (and/or Spouse)</p> <p><input checked="" type="checkbox"/> I received Untaxed Income for 2012, and I have listed below all amounts requested.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Untaxed IRA/Keogh distributions</td><td style="text-align: center;">NA</td></tr> <tr><td>IRA/Keogh deduction</td><td style="text-align: center;">NA</td></tr> <tr><td>Education Credits</td><td style="text-align: center;">NA</td></tr> <tr><td>Untaxed portion of a Pension or Annuity distribution</td><td style="text-align: center;">NA</td></tr> <tr><td>Tax exempt interest</td><td style="text-align: center;">NA</td></tr> </table>	Untaxed IRA/Keogh distributions	NA	IRA/Keogh deduction	NA	Education Credits	NA	Untaxed portion of a Pension or Annuity distribution	NA	Tax exempt interest	NA	<p><b>Dependent Student's Parent(s)</b></p> <p><input type="checkbox"/> At least one parent listed in the above grid received untaxed income during 2012 and all amounts requested are listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Untaxed IRA/Keogh distributions</td><td> </td></tr> <tr><td>IRA/Keogh deduction</td><td> </td></tr> <tr><td>Education Credits</td><td> </td></tr> <tr><td>Untaxed portion of a Pension or Annuity distribution</td><td> </td></tr> <tr><td>Tax exempt interest</td><td> </td></tr> </table>	Untaxed IRA/Keogh distributions		IRA/Keogh deduction		Education Credits		Untaxed portion of a Pension or Annuity distribution		Tax exempt interest	
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Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

\_\_\_\_\_  
 Student's Signature Date

\_\_\_\_\_  
 Parent's Signature Date  
 (Required for Dependent Students)



# STUDENT UNTAXED INCOME WORKSHEET 2013-2014

Return completed form to:

**Financial Aid and Scholarships Office**  
**Box 2328**  
**Huntsville, TX 77341-2328**  
**936.294.1774 office**  
**936.294.3668 fax**

Student Name <u>Earnest K. Cooper SR</u>	SAM ID <u>0356454</u>
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You have reported an unusually low income on your FAFSA. Please complete the following information regarding your expenses from January 1, 2012 through December 31, 2012.

1. Did you live with a friend or relative rent free in 2012?  
 (If you answered Yes to question #1, skip questions #2-4.)  Yes or  No
  
2. Did someone pay rent for you?  Yes or  No  
 How much per month? 600.00 Paid by whom? myself E. Cooper SR
  
3. Did someone pay utilities for you?  Yes or  No  
 How much per month? 200.00 Paid by whom? myself E. Cooper SR
  
4. Did someone buy food for you?  Yes or  No  
 How much per month? 150.00 Paid by whom? myself E. Cooper SR
  
5. Did someone pay your telephone bill?  Yes or  No  
 How much per month? 80.00 Paid by whom? \_\_\_\_\_
  
6. Did someone pay your car payment?  Yes or  No  
 How much per month? NA Paid by whom? NA
  
7. Did someone pay your car insurance?  Yes or  No  
 How much per month? 65.00 Paid by whom? Debra Scaife
  
8. Did someone give you money for gas or pay your auto repairs?  Yes or  No  
 How much per month? 100.00 Paid by whom? Earnest Cooper SR

Student Name Earnest K. Cooper JR SAM ID 0356454

9. Did someone pay your school expenses?  Yes or  No

How much per month? \_\_\_\_\_ Paid by whom? E. Cooper JR  
grants, Loans

10. Did someone buy or give you money for clothing?  Yes or  No

How much per month? NA Paid by whom? NA

11. Did someone pay your health insurance?  Yes or  No

How much per month? — Paid by whom? —

12. Did someone pay your medical expenses?  Yes or  No

How much per month? — Paid by whom? —

13. Did you receive any other assistance from anyone else?  Yes or  No

How much per month? NA Paid by whom? \_\_\_\_\_

Total 2012 Untaxed Income \$ 1,100 / month

Please provide any additional information that would help us understand how you met your living expenses in 2012. If your family's financial circumstances have changed in 2013, or you anticipate a change in the near future, please explain these changes as well.

I use my grants + Loans to pay my expenses and my parents give me some help when they can. I do go home for holidays + breaks and I don't pay rent to my parents

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_