



# North Idaho College

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## Financial Aid Unsatisfactory Appeal Professional Reference Letter Form

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

This form should be completed by someone who has worked with the student on a professional level that knows the student's situation such as an attorney, counselor, employer, instructor, etc. **Family members and/or personal acquaintances will not be accepted as a professional reference.**

### REQUIREMENT 1: CONTACT INFORMATION

Professional Reference First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

What is your professional relationship to the student: \_\_\_\_\_

**\*\*Before completing this letter, please be familiar with the circumstances surrounding the student's appeal for financial aid. The information you provide in this letter will be weighed heavily in the decision to approve or deny this student's appeal.**

### REQUIREMENT 2: PROFESSIONAL REFERENCE

Provide a typed letter, preferably on letterhead, with a hand-written signature, answering the following questions:

1. In your opinion, has the student overcome the barriers that prevented them from being academically successful in the past? Is the student ready to return to school?
  - If YES, please explain what they have done to overcome past obstacles and what they will do in the future to succeed academically.
  - If NO, please explain what they can do to overcome barriers that may impede their academic progress.
2. Would you recommend any limitations?
  - Example: part-time vs. full-time credit enrollment, live classes vs. online classes, limiting work hours, etc.
3. Is there anything else you wish to share with the Satisfactory Academic Progress Committee that would aid in their decision-making process?

DISCLAIMER: Students have access to all documents in their financial aid file with a written request. If you have information that you would like to keep confidential, please contact us. The NIC Financial Aid Office reserves the right to question the validity of this professional reference letter by reaching out through the stated contact information or requesting a new notarized professional reference letter. Falsifying a signature will violate North Idaho College's Code of Conduct and result in disciplinary action.