



**Student Financial Aid Office**  
**11400 Robinwood Drive**  
**Hagerstown, MD 21742**

**finaid@hagerstowncc.edu**  
**FAX: 301-791-9165**

# Preparatory Coursework Appeal Form

Students are eligible for Stafford Loans under the preparatory coursework exception as long as courses are necessary for enrollment at the transfer college or university. Students who need credits to transfer and do not plan to complete a degree program at Hagerstown Community College do not qualify to receive PELL Grant. A Preparatory Coursework Loan is available at \$2,625 for an entire calendar year. If you do not wish to borrow this loan, you do not need to appeal, and you will be responsible for paying for your transfer credits out-of-pocket. Students are only eligible to appeal for Preparatory Coursework once.

Student's Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Home Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

For what term(s) are you requesting the Preparatory Coursework Loan? \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

---

**Your appeal must include all of the following:**

- 1) This appeal form with all sections completed.
- 2) A **TYPED** statement addressing your current career goals and how enrollment at HCC will help you meet these goals. Be sure to include your intended program of study at your transfer school and what classes are needed at HCC to transfer.
- 3) Supporting documentation from your transfer institution providing proof of classes you need to transfer to a certain program.

**Complete appeals must be submitted to the Financial Aid Office by the SAP Committee deadline. Check with the Student Financial Aid Office for the next deadline. Late appeals will not be considered.**

If your appeal is approved, you will be required to complete an Academic Plan with an Academic Advisor. This plan can only include courses that are needed for transfer. Please plan ahead by only registering for required courses.