

### **Appeal the Financial Aid-Student Loan decision**

To request a reconsideration of Financial Aid-Student Loan decision, by providing a valid reason to support this request.

#### **Your appeal must contain the following:**

- 1- Why do you believe the decision must be reconsidered
- 2- In case you are providing information that has financial impact and that were not included in the FA application, you will need to provide official proof for the same
- 3- Student name in the appeal must be same as the given one in financial aid application
- 4- Student FA user ID must be included in the appeal request
- 5- Appeal must be sent from the email listed in the FA application as preferred email
- 6- What are your expectation for the appeal decision
- 7- If you know the reviewer of you FA application, forward your appeal to the reviewer email
- 8- If you are not sure who is the reviewer of your FA application, forward the appeal to [fao@hbku.edu.qa](mailto:fao@hbku.edu.qa)

#### **Note:**

- 1- You can appeal for one time only in every academic year
- 2- Any kind of reconsideration request that is sent to Student Financial Services via email will be considered as an official appeal
- 3- Appeal for awarded amount or application rejection can only be considered if submitted within five working days from the day decision was sent to the student
- 4- All decisions on FA applications and appeals are sent to email listed as preferred in the FA application