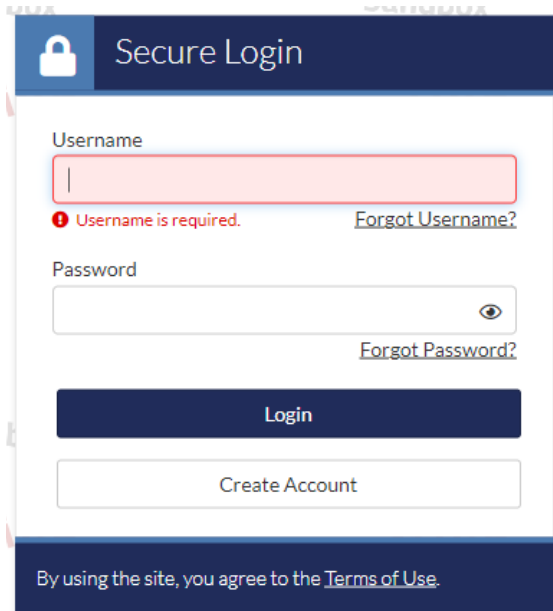


How to Request a SAI Appeal

Step 1: Begin by visiting dmacc.studentforms.com

Step 2: Sign in using your DMACC email address (include the “@dmacc.edu”) and your password



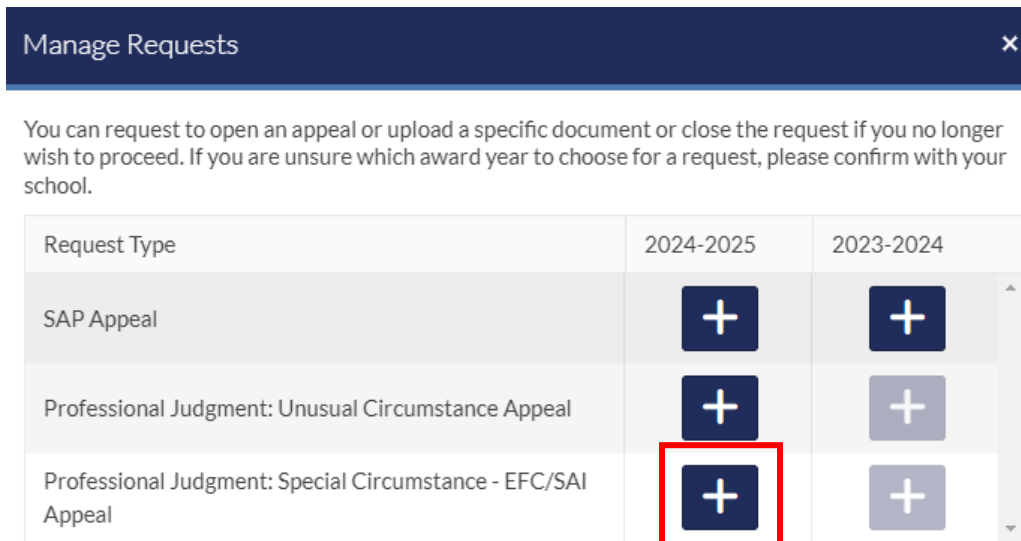
The image shows a 'Secure Login' form. It has a dark blue header with a lock icon and the text 'Secure Login'. Below the header are two input fields: 'Username' and 'Password'. The 'Username' field has a red border and a red error message below it that says 'Username is required.' with a link for 'Forgot Username?'. The 'Password' field has a toggle eye icon and a link for 'Forgot Password?'. Below the fields are two buttons: a dark blue 'Login' button and a white 'Create Account' button. At the bottom, there is a dark blue footer with the text 'By using the site, you agree to the Terms of Use.'

If this is the first time you’ve accessed this page, you will be asked to confirm your name, date of birth, and social security number. These items must match what you reported on your FAFSA. (no line around this text box)







Step 4: Select the “Manage Requests’ button in the upper right-hand corner



Step 5: Select the blue plus sign for the Aid Year you want to submit an appeal for:



The image shows a 'Manage Requests' modal window. It has a dark blue header with the text 'Manage Requests' and a close button (X). Below the header is a paragraph of text: 'You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.' Below the text is a table with three columns: 'Request Type', '2024-2025', and '2023-2024'. The table has three rows of request types. The plus sign in the '2024-2025' column for the 'Professional Judgment: Special Circumstance - EFC/SAI Appeal' row is highlighted with a red box.

Request Type	2024-2025	2023-2024
SAP Appeal		
Professional Judgment: Unusual Circumstance Appeal		
Professional Judgment: Special Circumstance - EFC/SAI Appeal		

Step 6: Briefly outline the reason you are requesting the appeal in the box provide and select "Submit."

Please explain your reason for this request.

My parent lost their job,

Characters left: 230/255

Submit Go Back

Step 7: Click Ok

Success ✕

Your request has been successfully created!

Ok

Step 8: Click on the tile that needs Action

Needs Action

1
Task Left

2024-2025 Professional Judgment: ...
Status: Collecting Documents

● Needs Action	1
● Submitted	0


Step 9: Click on the arrow to expand the PJ Unusual Circumstance task-EFC/SAI Appeal. Click on the Fill Out button. Read all of the directions provided and complete the form as instructed.

▼ Dependent PJ Special Circumstance - EFC/SAI Appeal

To continue with your Professional Judgment (PJ) Special Circumstance - EFC/SAI appeal you must complete the PJ Special Circumstance - EFC/SAI Appeal web form.

My parent lost their job.

Appeal Status: Open

PJ Special Circumstance - EFC/SAI Appeal Web Form 

Step 10: When you are asked for your signed statement (where you type in the box provided), you will have the opportunity to also indicate that you will provide supporting documentation. **Supporting documentation is required as outlined in the instructions on the electronic form. You must check the box.**

My parent lost their job.

Required: Enter your statement...


I will provide supporting documentation.

Step 11: When completing the electronic form, you will be asked for your e-signature. Your e-sign password is the same password you used to access the electronic forms page

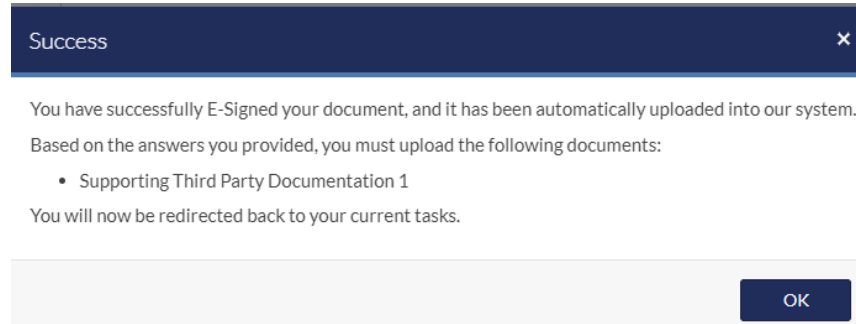
Student's Signature _____ Date _____

Spouse's Signature (optional) _____ Date _____

* E-Sign Password 



Opt out of E-Sign  NO

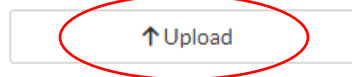
Step 12: When you have signed the electronic form, click OK.



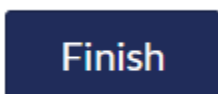
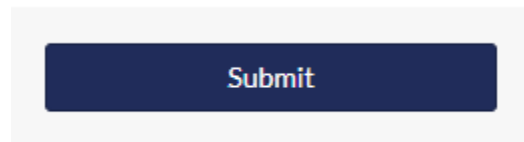
A dark blue notification box with the word "Success" in white on the left and a close icon (an 'x') on the right. Below the header, the text reads: "You have successfully E-Signed your document, and it has been automatically uploaded into our system. Based on the answers you provided, you must upload the following documents:" followed by a bulleted list containing "Supporting Third Party Documentation 1". Below the list, it says "You will now be redirected back to your current tasks." At the bottom right of the box is a dark blue button with the text "OK" in white.

Step 13: You will be returned to the task page where you will see the requirement to upload supporting documentation. You may upload documents you have saved on your computer or you may upload clear photographs of documents you have taken. The documents you must provide are outlined on the electronic appeal form. **If you do not have supporting documents to upload, please upload a signed statement stating that you do not have supporting documents.

 Upload Supporting Documentation 



Step 14. Once you have uploaded your supporting documentation, select the **Submit** button and then the blue **Finish** button.



The review process can take three to four weeks to complete depending on the receipt of a completed electronic appeal, requests for additional information, and the time of year the application is submitted. When our office receives the application, a Financial Aid Advisor will review the appeal and contact the student and/or the parent via email if additional information or clarification is needed. Not all application reviews be approved, warrant a change to the student's SAI, or change a student's original financial aid award offer. Any changes to the student's financial aid award offer will result in an email notifying the student of the change.