



## Submitting an Appeal for Review

### Student Login

1. Go to [mga.studentforms.com](https://mga.studentforms.com)
2. Click "Create Account" -**If your Campus Logic account has already been created, proceed to the directions in "Appeals"**.
3. Create an account using your personal information
  - Enter your MGA email for "Preferred Email" and "Confirm email"
4. If prompted by the "Select Application" screen, select "Student Forms"
5. After successful account creation, check your MGA email for the "Confirmation of Account Creation" email from Platform Management and click the link to verify your email.
  - If the email doesn't appear in your main inbox, then check your spam/junk folder.
  - If it does appear in your junk folder, then be sure to click the "it's not spam" link at the top of the email to ensure that future notifications are directed towards your main inbox.
  - If you have any issues in accessing your CampusLogic account, contact the Office of Financial Aid at 478.387.0580 or [financialaid@mga.edu](mailto:financialaid@mga.edu)
  - **IMPORTANT:** When creating your account, your first and last name, date of birth, and social security number must be entered as on your FAFSA. If the information on your FAFSA is incorrect, it will need to be updated before creating your Campus Logic Account.

### Appeals

- The following options are available for submission of an appeal:
    - **Satisfactory Academic Progress (SAP):** Your academic history is preventing you from receiving financial aid.
    - **Special Circumstance-EFC Calculation Appeal:** Change in your family's income from the 2021 information reported on the FAFSA.
    - **Unusual Circumstance:** Extenuating circumstances present in our life that may enable you to be considered an independent student
1. Log onto CampusLogic by following steps 1-4 from the Student Login section above.
  2. Select Manage Request THEN "+- Request" Icon on the top right corner.
  3. Select the "green +" icon for the appeal you wish to begin
    - Select the document and year based on the semester for which you are appealing your financial aid eligibility. Academic years begin each fall and end in the summer. For example, Fall 2023 until Summer 2024 would be included in the academic year 2023-2024.
  4. A prompt will appear requesting you to "Please explain your reason for this request". You only need to provide a quick summary here. You will explain your full circumstance soon in the appeal form.
  5. Click Submit.
  6. To complete your request, fill out the web form. Be sure to include your supporting documentation for your appeal.

**Next Steps**

The Appeals Committee will review your appeal along with supporting documentation. After a decision has been made, you will receive notification through your Campus Logic account, SWORDS, and by MGA email. If additional information is requested, it is important to submit in a timely manner so the appeal review process can continue.