

## Financial Aid Office

### **Financial Aid Appeal Procedure**

A student who has been disqualified from receiving financial aid and believes that he/she had an extenuating circumstance(s) may appeal the decision to the Financial Aid Committee following the appeal procedures stated below.

1. Complete the 2020-2021 Satisfactory Academic Progress (SAP) form
2. Submit the completed appeal form with the appropriate supporting documents to the Financial Aid Office.

Note: Incomplete forms will not be processed.

### **Examples of extenuating circumstances**

Reasons that may be acceptable and may be considered as extenuating circumstances for the appeal include the following:

1. Serious illness or injury
2. Student or immediate family's medical difficulty.
3. Death in the immediate family (spouse, children, father, mother, brothers or sisters).
4. Divorce or separation of student or parent.

Notes: 1. Withdrawing from a class to avoid a particular grade or failing to register for necessary class that is offered during the term to avoid a particular instructor does not considered special circumstances beyond a student's control.

2. Supporting documents such as note from physician, attorney, social worker, advisor notarized statement(s), etc. must be submitted with all appeals.

Submission of an appeal does NOT guarantee that students will regain financial aid eligibility. After a review of the appeal by the Financial Aid Committee, the Committee Chair will render the final decision and students will be officially notified in writing with the reasons of the Committees' decision to approve or not to approve the appeal. Furthermore, students must adhere to their Academic Plans and conditions submitted along with the appeal in order to continue their financial aid eligibility.



Financial Aid Office

**2020-2021 SATISFACTORY ACADEMENT PROGRESS (SAP) APPEAL FORM**

Please follow the enclosed appeal procedures. Complete this Academic Progress Appeal form and submit with appropriate supporting documents to the Financial Aid Office.

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_ Student ID: \_\_\_\_\_

State why you failed to meet SAP requirements and what has changed that will allow you to meet SAP requirements at the next evaluation period.

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Academic Advisor/Counselor to explain the extenuating circumstances that caused the student to fail the SAP requirement. State what has changed that will allow him/her to meet the SAP requirements at the next evaluation period by listing the steps to be taken.

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Advisor or Counselor (Print Name)

\_\_\_\_\_  
Date