

SAP Appeal Request

To be eligible for Financial Aid funds, a student must make satisfactory academic progress. Students who do not meet the academic standards may have their financial aid eligibility suspended. Students with extenuating circumstances may appeal their Satisfactory Academic Progress (SAP) status.

This appeal must include a typed detailed letter explaining the circumstance and resolution, supporting documentation, and may require submission of a completed Academic Plan of Action. **Incomplete SAP Appeal Request will be returned and will not be reviewed by the committee.**

More information on the KCTCS SAP Policy can be found at http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

NOTE:

- The SAP Appeals Committee may request additional information.
- Financial Aid will not pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Students may only receive funding for **remedial** course work or as an **undecided** student for a maximum of 30 attempted credits.
- The SAP Appeals Committee may approve your appeal with certain academic progress conditions or limit future hours.
- If your appeal is denied, you will be responsible for expenses incurred at the college without benefit of financial aid.
- **The decision of the Appeals Committee is final.**

Name: _____ Student ID: _____
Last First MI

Address: _____
Street City State Zip

Program/Major: _____ Antic. Graduation Date: _____ Phone: _____

Term you are appealing to receive aid: _____

Reason for appeal: Personal illness or injury Other Extenuating Circumstance
 Death of immediate family member Maximum Time Frame

Attach the following to this form:

All information must be attached before the appeal will be reviewed by the committee.

- A typed letter explaining in detail:**
 - Reason student has not maintained Satisfactory Academic Progress (SAP), and how the issue has been resolved to insure standards are met in the future.
 - MTF students must state why they have not yet earned a degree.
- Documentation** that supports your reason for appealing. Documentation must state the date(s) during which the circumstance occurred. *(examples of supporting documentation: statement from doctor, tutor, professor, and/or professional who is familiar with your circumstance on company stationery, police reports, obituary that includes your name, death certificate, or letter from a professional (lawyer, doctor, minister) which states the **date of the death** and the individual's relationship to you).*

Certification Statement: *I certify that all of the information provided is true to the best of my knowledge. If I purposely give false or misleading information on any financial aid document; I may be fined, sentenced to jail or both.*

Student's Signature: _____ Date: _____

APPEAL PROCESS

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress s/he has the right to appeal. Students who were determined to be at Maximum Time Frame (MTF) may request their coursework be evaluated based on classes needed for current credential through the use of a degree audit.

The appeal must be submitted to the ECTC Financial Aid Office.

- Documentation supporting the extenuating circumstances must be submitted with the SAP appeal form and accompanying letter.
- The accompanying letter must include the reason SAP Standards were not met and how the circumstance has been resolved.
- MTF Appeal must explain why they have not completed course of study or why they are pursuing a new major of study.
- SAP appeals will be evaluated by the college Satisfactory Academic Progress (SAP) Appeal Committee.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

If approved, students will receive a plan or enter into a contract specifying academic requirements necessary to remain eligible to receive financial aid for the remainder of their enrollment or until SAP standards are achieved.

Decisions made by the Satisfactory Academic Progress Appeal Committee are final.

For Office Use Only

Use PeopleSoft Maintain Student SAP panel to complete this section Print and attach PeopleSoft transcript

Student SAP Term: _____

Max. Time Frame: _____

Min Cum. GPA: _____

Cum. Earned Units: _____

Committee Results

Date Reviewed: _____

Approve

Comments: _____

Defer

Comments: _____

Deny

Comments: _____

PeopleSoft Updates/Entry

Maintain Student SAP _____ Pack Stat Sum: _____

Award Entry: _____ Email Award Information _____

Completed by _____ Date: _____