



OFFICE OF STUDENT FINANCIAL SERVICES

**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM
FOR TITLE IV FINANCIAL AID RECIPIENTS**

Eligibility for Federal Financial Aid is based on maintaining Satisfactory Academic Progress (SAP). Please complete all steps on this form to appeal your financial aid in eligibility. Failure to submit documentation and follow instructions will result in a delay in the decision of your appeal. Once a decision has been reached an email will be sent from our office.

Step 1. Student Information

Full Name:

WAU ID:

Address:

Phone (Cell):

Email Address:

Please indicate the semester for which the appeal is to be considered.

Fall:

Spring

Have you had a previous appeal?

Yes

No

(Indicate the semester of the previous appeal:

Step 2. Reason for Financial Aid Suspension

Please check all that apply. I am completing an appeal by answering all of the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. I would like to appeal my financial aid suspension because:

☐ I currently have a cumulative grade point average (GPA) below the minimum standards

☐ I currently have a cumulative pace of progression below the required standards

☐ I have exceeded the maximum credit hour limit

Step 3. Appeal Information

Financial aid ineligibility can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. In addition, all appeals must be submitted with supporting documentation. Examples of acceptable documentation are listed in the following chart. The documentation should be attached to the appeal at the time the appeal is submitted.

Check the Circumstance(s) that Apply	Required Documentation (must include dates)
Severe illness, medical condition or injury	Signed and dated letter from physician on office letterhead verifying medical problems experienced and treatment received; legible copy of accident report.
Death of a family member	Death certificate and/or dated obituary from newspaper.
Traumatic life-altering event such as fire, hurricane, etc.	Evidence of event such as insurance claim or FEMA application.
Other circumstance (Please clearly state the circumstance if not listed above):	Appropriate documentation which will verify situation.

You must complete the questions below. Be sure to respond to all questions. Please attach additional pages if necessary.

1. Explain the circumstances that prevented you from maintaining satisfactory academic progress and the reasons for the basis of this appeal. You need to state: (A) what the problem was; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.
2. List the documents below that you have attached to support your appeal for reinstatement. Please explain how each relates or supports to the circumstance(s) discussed in question #1.

Step 4. Academic Plan Form

In order for an appeal to be considered, students must meet with an academic advisor to

(1) ensure s/he is able to mathematically meet WAU's Satisfactory Academic Progress (SAP) standards at the end of the next regular semester or

(2) to discuss and complete an Academic Plan-of-Action form that will provide the student with an academic plan which places him/her back on track to meeting SAP at the end of a stated period of time. The student should report to his/her academic university to have the Academic Plan-of-Action form completed **prior** to submitting the appeal form to the Office of Student Financial Services.

CHECKLIST OF COMPLETION – *Please check the following to verify you have completed all steps prior to the review of your appeal.*

I have read and understand WAU's Satisfactory Academic Progress Policy which can be found in the current Academic Bulletin on page 79.

I have completed the appeal form and all questions have been answered in depth.

Documentation to support my appeal has been attached.

I have met with my academic advisor where all required sections of the Academic Plan-of-Action form was completed.

DEADLINE

To ensure that an appeal is reviewed, students must submit their appeal ***no later than two weeks prior to the beginning of the semester***. Appeals will **NOT** be considered for a semester that has already ended. It is the responsibility of the student to pay all outstanding balances on his/her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred.

CERTIFICATION OF INFORMATION

- I certify that the information I have provided is true and complete to the best of my knowledge. I realize that giving misleading information or forged documentation will result in my being reported to the Conduct & Guidance Committee for appropriate disciplinary action. Furthermore, I realize that additional information may be requested by the Office of Student Financial Services to further support my appeal.
- If additional information is needed or once a final decision has been reached regarding my appeal for financial aid, I understand that I will be sent notification via my WAU email account only. Therefore, it is my responsibility to check my WAU email account frequently during this period. If corresponding through my University email account is a problem, I realize that it is my responsibility to contact the Office of Student Financial Services for further instructions.
- By signing, I certify that I understand the academic requirements/academic plan recommended by my academic advisor. If I fail to meet the requirements outlined in this plan, my future eligibility for financial aid will be suspended.

Student's Signature:

Date: