



2021 – 2022 Federal Aid Appeal Form

Student Name: _____ ESU ID # _____ 000 _____

Student ESU E-mail: _____

The Federal Government requires students who receive federal financial aid to make Satisfactory Academic Progress (SAP) toward their degree. ESU evaluates its students for SAP at the end of each spring semester. Students not meeting SAP standards are not eligible to receive Title IV financial aid from federal sources. However, students may appeal this status if there were extenuating circumstances that interfered with their ability to meet SAP standards.

The appeal is requested for (check one box only):

- Summer 2021 (one semester only)
- Fall 2021 (one semester only)

Instructions

In support of your case, you **MUST** provide the Financial Aid Office with a typed and signed letter that includes the following information:

1. A detailed explanation for the reason(s) as to why you:
 - a. Failed to successfully complete 67% of your overall attempted credits and/or,
 - b. Did not obtain the required cumulative GPA and/or,
 - c. Have exceed the maximum timeframe.
2. Describe in detail what has changed in your situation that will allow you to make Satisfactory Academic Progress at the next evaluation.
 - a. If you have used any academic resources such as (1) Academic Advisement, (2) Counseling Center or (3) Learning Services, please attach proof that you have registered for and/or used these services.
3. Provide appropriate third-party documentation to verify/support the claim(s) you make in your appeal letter.
 - a. The documentation must be from a third party who does **not** have a direct relationship with the student. This must be a professional individual such as: a letter from a doctor, counselor or psychologist, social worker, police, copies of obituaries, news articles, records of hospitalizations, etc.
 - b. Each letter must be on official letterhead, signed and include the individual's name, title, telephone number and relationship to the student.

Students who will need more than ONE semester to meet SAP requirements must submit an approved academic plan:

1. Outline your academic plan (as discussed with your advisor or DAEL advisor) that will ensure improvement before your next Satisfactory Academic Progress evaluation.
2. Your academic plan must show, through the credit and GPA calculations that meeting SAP standards and graduating from your program is an attainable goal.

The Financial Aid Appeals Committee will review your appeal based on the documentation submitted and notify

you of the results via email.

Deadlines:

Summer 2021: June 11, **2021**

Fall 2021: July 16, **2021**

Statement of Certification:

To the best of my knowledge, all of the information on this form, and its attachments are complete and correct. I have read and understand the Satisfactory Academic Progress Policy and understand this form does not guarantee that my request will be granted. I understand that I am not eligible for financial aid unless I receive written approval of this request.

Student Signature _____ **Date** _____

Incomplete appeals will not be reviewed

In order for your request to be reviewed please make sure you have submitted:

- Statement of explanation
- Statement outlining what has changed/what supports are in place
- Supporting documentation from a third-party

Office Use

Reviewed:

Date:

Status:

Comments: