

*****SAP APPEAL STEPS*****

1. Read and complete entire appeal form. Explain each semester you were unsuccessful.
2. Turn in appeal form with applicable documentation to the Financial Aid Office.



Post Office Box 1595, Salisbury, North Carolina 28145-1595 • 704-216-RCCC (7222) • www.rccc.edu
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Financial Aid Satisfactory Academic Progress (SAP) Appeal Form

Section A: Reason for Appeal

My GPA is below 2.0

My completion rate is below 67%

Please indicate the semester and year you are appealing to have your financial aid reinstated:

Fall _____

Spring _____

Section B: Student Information

Student Name: _____ Student ID: _____

Street Address: _____ City: _____ State: _____ Zip _____

Telephone Number: _____ Email Address: _____

Program of Study: _____ Anticipated Graduation Date: _____

1. Documentation may be required with your appeal to support your statement.

Examples include: medical conditions that resulted in hospitalization, loss of an immediate family member, loss of home due to fire, storm or natural disaster, illness of student or immediate family member, severe emotional difficulties, death in the family, loss of employment, etc. The mitigating circumstances must occur during the term you received failing grades and/or withdrew from classes.

- Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be approved.
- It is the responsibility of the student to successfully complete all classes for which they have enrolled. Please remember that dropping a class, failing a class, or withdrawing from a class is a personal decision made by the student.

Students on unsatisfactory status should not depend on financial aid to pay for costs of registration, but should be prepared to pay from their own resources pending the outcome of their financial aid appeal.

Incomplete forms will not be reviewed.

Suggestions on Writing Your Appeal

Submit your appeal as soon as possible.

A reason for appealing would be an extenuating circumstance under which you had no control and which you can document. The appeal should explain in detail the reason(s) for not meeting the standards of progress.

Your statement for your appeal should consist of two parts:

1. In Part I, explain how the circumstances prevented you from meeting academic progress, indicating the problem has been resolved.
2. In Part II, clearly explain how you will be able to meet progress standards in the future.

Provide relevant dates and supporting documents from appropriate third parties, such as an academic advisor, instructor, doctor, counselor, clergy, etc.

Section C: Appeal Categories

Mark the box that represents the reason for your appeal. Read and FOLLOW the instructions. You may attach copies of supporting documentation, statements, or letters to support your appeal. Include a detailed, written explanation stating the circumstances of your appeal

You must complete this section. This is part of your appeal request. Please check the appropriate box and provide the requested information in your statement.

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information on form, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

Death of family member.

Part I. (CAUSE): Explain the circumstances as to how their death affected your academic performance. Was this an unexpected death? Did their death occur during the semester you became deficient? What role did you play in their care? Were you the primary caregiver for this person and what was the reason you chose to be the caregiver? You may provide a photocopy of the death certificate, obituary notice or letter from the funeral home. Include in your statement the deceased's name and their relationship to you.

Part II. (YOUR SOLUTION): Please explain what you have done to resolve the problem that prevented you from successfully completing your required hours. Did you seek counseling to deal with the death? Did you make an effort to make up the deficiencies after this death? What steps have you taken to ensure you will complete the upcoming semester.

Illness or injury.

You, your spouse, your dependent children, were injured or ill for an extended period of time. Explain at what time the injury or illness occurred in relationship to your enrollment.

Part I. (CAUSE): Who was ill or injured? How long was this person ill or injured? What were the restrictions, if any? Why was this person (if this person was not you) unable to care for his/her self while you attended classes? You may provide medical records, bills or doctor's statement. Provide names of the people and their relationship to you who were ill or injured.

Part II. (YOUR SOLUTION): What steps have you taken in case another illness or injury occurs to ensure you will be able to attend your classes and meet your academic obligations for the semester? Explain your plans in detail.

Extenuating circumstances.

You experienced an unusual situation over which you had no control. This unusual situation is not one of the categories above. Automobile accident, marital conflicts, or withdrawal due to military service are examples of extenuating circumstances.

Part I. (CAUSE): Explain the unusual situation and how it affected your studies. Include in your statement what actions you took to successfully complete the classes (i.e., Did you seek tutoring? Why did you drop or fail the class? When did you decide that you would drop the class or that you would fail the class?

Part II (YOUR SOLUTION): Describe your plan of action. What steps have you taken to solve your problems? Do you now have reliable transportation? Have you sought marital counseling or resolved problems? Attach your supporting documents such as a letter from a professor, accident report, or marriage counselor, divorce attorney or copies of your repair receipts for your vehicle. If you were called for military service, provide a copy of your orders.

Section D: Please explain why you were unable to meet SAP policies. You must address ALL semesters in which you experienced academic problems.

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Section E: Please explain what has changed and why you will be academically successful going forward.

I understand I am requesting an appeal for continued financial aid eligibility. I will be on a continued appeal until my cumulative completion rate is 67% and my cumulative GPA is 2.00. I understand I must complete 100% of the courses for which I register and I must receive A, B or C grades. If I receive a D, F, I, R or W this will result in my being terminated from receiving any further financial aid. Please Initial here: _____

Student Signature: _____ Date: _____