



Office of Financial Aid
29300 Lankford Highway
Melfa, VA 23410
(757)789-1733

Financial Aid Satisfactory Academic Progress Policy Appeal

If you wish to appeal your loss of financial aid eligibility, please complete this form and attach supporting documents. Appeals submitted without required supporting documents will be rejected. Once this appeal form has been completed, please submit it to the above address with your supporting documentation.

Student's Name: _____ Phone: _____

EMPLID# or Social Security # _____

Reason for Appeal:

Students may appeal the loss of their financial aid eligibility if it was caused by unusual mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of a family member, or other unusual circumstances.*

Please check the reason for your appeal and follow the instructions for that category:

_____ Illness/injury/medical condition of an immediate family member. (Requires attached statement from physician attesting to the medical condition.)

_____ Death of an immediate family member. Relationship: _____
(Requires an attached a copy of the obituary or death certificate.)

_____ Other unusual mitigating circumstances.* (Please provide any relative supporting documentation - i.e. court records, police reports, letter from counselor, academic advisor, social worker, or another unbiased third party, etc.)

***Note job conflicts, transportation problems, or child care conflicts DO NOT constitute unusual mitigating circumstances and will not be considered.**

Complete reverse page

Write a detailed statement explaining the reasons that you failed to make Satisfactory Academic Progress. (Attach additional paper, if needed.)

Write a detailed statement stating what changes in your circumstances would now allow you to meet the Satisfactory Academic Progress requirements in subsequent semesters if your appeal is approved. (Attach additional paper, if needed.)

I am requesting to have my financial aid eligibility reinstated. I understand that decisions on appeals are processed on a case-by-case basis. I have read the ESCC SAP policy and understand why I am not making satisfactory academic progress. I understand that appeals turned in without required supporting documents will be denied.

Student Signature

Date

Please Note: The student is responsible for all semester tuition and fee expenses while the SAP appeal is being reviewed. Once a decision is made, you will be notified at the street address and/or the college e-mail address listed on your MyESCC account.