

Office of Financial Aid 29300 Lankford Highway Melfa, VA 23410

Satisfactory Academic Progress Appeal (Appeal for Reinstatement of Financial Aid)

Stude	nt Name:	Student ID:	Telephone Number:
Appeals s		uments will <u>NOT</u> be considered. Once t	plete this form and attach supporting documentation. this appeal form has been completed, please submit it
Students	out are not limited to, sudden illne	=	nusual mitigating circumstances. These circumstances y member, death of a family member, or other unusual
	ob conflicts, transportation problinsidered.	ems, or child care conflicts DO NOT co	nstitute unusual mitigating circumstances and will
Please	indicate the reason(s) for this app	peal by checking one of the below:	
Write a	medical condition and/or copie The death of an immediate fam the relationship of the relative: Other circumstances. Attach co letter(s) from a counselor, teac acceptable forms of documents equesting that my financial aid elig Please check one and include to detailed statement explain	s of hospital records.) nily member. (Attach a copy of the obituments of supporting documents i.e. courther, or an unbiased third party. (Letters ation.) nibility be reinstated for the following tende year: Fall Spring ing the reasons that you failed to	rt records, police reports, or from family and friends are generally not rm:
	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.)			
			
Certification – Signature and Date (read and initial each item):			
I understand that submission of this appeal does not guarantee			
I understand that this appeal may take 15 business days or long			
I understand that if my appeal is approved, I may have enrollmed followed in order for me to remain eligible for federal student a			
I understand that decisions on appeals are processed on a case I have read the ESCC SAP policy and understand why I am not r I understand that appeals turned in without required supporting	-by-case basis. naking satisfactory academic progress.		
Signature:	Date:		
lease Note: The student is responsible for all semester tuitic Ince a decision is made, you will be notified at the street addr	n and fee expenses while the SAP appeal is being reviewed.		
lease Note: The student is responsible for all semester tuitic Ince a decision is made, you will be notified at the street addr ccount.	n and fee expenses while the SAP appeal is being reviewed. ess and/or the college e-mail address listed on your MyESCC		
Please Note: The student is responsible for all semester tuition once a decision is made, you will be notified at the street addreccount. Office Use Only: We approve this student to be placed on Satisfactory Academic Progress (SAP) probation or anAcademic Planfor the semester(s) referenced: Probation Term: Fall Spring Summer Academic Plan: Fall Spring Summer	n and fee expenses while the SAP appeal is being reviewed. ess and/or the college e-mail address listed on your MyESCC We do not approve this student to be placed on Satisfactory Academic Progress (SAP) probation or an academic plan. Comment:		
Please Note: The student is responsible for all semester tuition once a decision is made, you will be notified at the street addreccount. Office Use Only: We approve this student to be placed on Satisfactory Academic Progress (SAP)probation or anAcademic Planfor the semester(s) referenced: Probation Term: FallSpringSummer Academic Plan: FallSpringSummer Max. credits per term	n and fee expenses while the SAP appeal is being reviewed. ess and/or the college e-mail address listed on your MyESCC We do not approve this student to be placed on Satisfactory Academic Progress (SAP) probation or an academic plan. Comment:		

Writing an appropriate SAP Appeal Letter

Your satisfactory academic progress (SAP) appeal explanation must include the following:

Explain what happened

Why were you unable to maintain satisfactory progress?

Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Explain the circumstances for all semesters where there was poor performance.

Explain what has changed

Have the circumstance been resolved or what corrective measures have you taken to achieve satisfactory academic progress?

Develop a success plan

What strategies will you use to maintain academic success?

Attach any relevant supporting documentation.

This may include a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice or death certificate.

Circumstance		Documentation	
Work Related	Required overtime, required change in work schedule	 Letter from employer including effective date(s) and whether the change in hours was mandatory Timesheets from employer for applicable period(s) 	
	Layoff/job loss	Letter from employerSeparation/severance letter	
Medical Condition	Serious illness or change in health status	Letter stating doctor-advised period of home rest Record of doctor visits	
	Surgery/Hospitalization	 Surgery/hospitalization records Copies of medical bills documenting illness/injury Letter stating doctor-advised period of recovery Record of doctor visits 	
	Mental health issue	Letter from doctor, therapist, or counselor	
	Dental emergency	 Record of dental visits Letter from dentist Letter stating dentist-advised period of recovery 	
Student's Child	Child's medical condition	 Records from daycare/school that the sick child was required to be kept home for extended period(s), including the dates. Record of doctor visits Letter stating doctor-advised period of recovery Hospitalization records 	
Additional Circumstances	Death of an immediate relative or loved one	 Obituary or funeral program Letter from counselor Documentation should include date and indicate the student's relationship to the deceased 	
	Eviction	 Eviction notice Letter from transitional housing program	
	Assault/domestic violence	 Police report Court documentation Letter from clergy, social worker, counselor, or doctor 	