

Financial Aid SAP Appeal Deadline

Fall 2021 August 17, 2021	Fall 2021 Mini-term October 12, 2021	Spring 2022 January 4, 2022	Spring 2022 Mini-term March 25, 2022	Summer 2022 May 24, 2022
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Please print and complete the entire form.

First Name:
Last Name:
Student ID Number: 900

Semester/Year for Appeal:
Instructions to Appeal Financial Aid Suspension

Attach **ALL** required information listed below. **Incomplete packets will not be considered and will be denied.** Submit the COMPLETE Appeal Packet to the Office of Financial Aid.

Step 1. Personal Statement of Extenuating Circumstances Out of Your Control

- Extenuating circumstance(s) such as personal injury or illness, family emergency, death of a close relative, etc. These circumstances must have occurred during specific individual semesters that caused you not to meet Satisfactory Academic Progress (SAP).
- How your situation has changed since the extenuating circumstances occurred; and
- Steps you have taken to ensure that you will successfully complete all current and future classes.
- **Students who exceed the 150% Maximum Timeframe – Must Include Advising Checklist**
 - Be sure to submit the Advising Checklist outlining remaining courses and timeline for completion as part of your appeal packet. If you do not have an Advising Checklist, you must meet with your Dean prior to submitting the Financial Aid Appeal

Step 2. Supporting Documentation of Circumstances

Attach documentation to support your appeal for the semester(s) in question. An appeal without proper documentation will not be considered.

Examples of acceptable documentation include, but are not limited to:

- A signed, dated statement on professional letterhead from a doctor or other professional that confirms medical, legal or other circumstances described in your personal statements, and that states whether these are resolved.
- A copy of a police report or court document that includes a date and information specific to what happened.
- A copy of a death certificate or funeral announcement that includes the date of death

Step 3. Submit Appeal of Financial Aid Suspension Form/Personal Statement/Supporting Documentation

Submit a completed/signed Appeal of Financial Aid Suspension form to the Financial Aid Office. Complete appeal packet must be **submitted by the SAP Appeal deadline (see website or financial aid office for specific dates)**.

Savannah Technical College is committed to the well-being of all our students. If the appeal you submit indicates you have experienced sexual or relationship violence, the Office of Student Financial Aid will refer it to the Title IX Officer who may contact you with the resources that are available to you.

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 Student Signature

 Date of Appeal

For Financial Aid Appeals Committee/Office Use Only

Committee Decision		Committee Member 1	Committee Member Signature		Date
Denied	Approved		Print Name:		
		Signature:			
Denied	Approved	Committee Member 2	Print Name:		
		Signature:			
Denied	Approved	Committee Member 3	Print Name:		
		Signature:			