

**SAP Appeal Form # 2 – Extenuating Circumstances
For Financial Aid Reinstatement**

UNG students are viewed as making Satisfactory Academic Progress when they maintain at least a 2.0 cumulative GPA, complete at least 67% of all classes attempted with passing grades, and complete graduation requirements before attempting 150% of the hours required for a degree or certificate. If a student is denied financial aid as a result of not making Satisfactory Academic Progress, this form may be submitted for review to appeal the denial of financial aid.

Print Student's Name (Last, First, MI)

Phone

A. Select the Semester for which you are requesting a reinstatement of financial aid.

Select Semester for Appeal	Final Deadline for Semester
<input type="checkbox"/> Fall Semester	November 1
<input type="checkbox"/> Spring Semester	April 1
<input type="checkbox"/> Summer Semester	July 1

B. Check the reason(s) you were unable to maintain Satisfactory Academic Progress.

- I suffered from a severe illness or injury during the semester.
 - Attach a statement from physician or mental health professional reflecting date(s) of occurrence/treatment.
- I had a close relative die during the semester.
 - Attach a Copy of Death Certificate or Obituary.
- I was involved in a family crisis during the semester.
 - Attach a Copy of Documentation that supports the crisis.
- I have reached the maximum length of study limit.
 - Attach a Plan of Study completed by the advisor listed on your Tranguid.
- Other: _____
 - Attach a Copy of Documentation that supports the claim.

C. Compose a **TYPED and **SIGNED** appeal letter to request a reinstatement of financial aid.**

- Type your UNG ID # in the upper right hand corner of the letter.
- Address the letter to The Financial Aid Satisfactory Academic Progress Appeal Committee.
- In the first paragraph, explain the reason(s) you failed to make Satisfactory Academic Progress.
- In the final paragraph, explain what has changed in your particular situation that will allow you to make Satisfactory Academic Progress by the end of the semester.

D. Sign the appeal letter and this form.

Signing this form certifies that all the information reported on it is complete and correct.

Student's Signature

Date

Submit this completed form, your appeal letter and required documents to the UNG Financial Aid Office.

Incomplete appeals will be denied.

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