

Unsatisfactory Academic Progress Appeal

Student Name: _____ Student ID: _____ Phone #: _____

Appeal Process Instructions:

In order to appeal the decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Standards Policy. Appeals should be received by week 5 of the semester in order for the student to regain financial aid eligibility for the current semester of enrollment. Submission deadlines and the SAP policy can be viewed online at www.saintleo.edu/sap.

Please follow the steps below when submitting an appeal.

Step 1: Reason for Appeal – mark all that apply

- GPA Pace of Completion Rate (67%) Maximum Time Frame (150%)

Step 2: Write your appeal letter and document your case

Provide a **detailed**, typed and signed, personal statement explaining how extenuating circumstances beyond your control prevented you from meeting the SAP requirements; and the steps you have taken to resolve your circumstances. Extenuating circumstances include, but are not limited to:

- Medical condition or serious illness
- Death of an immediate family member
- Change in conditions of employment
- Involuntary call to active military duty

Step 3: Attach date-specific documentation to support the claims made in your personal statement

Documentation includes, but is not limited to:

- Letter from physician or counselor on letterhead indicating the dates you were under their care
- Copy of death certificate, obituary or third party documentation of death
- Accident reports, police reports, court records, etc.
- Letter of explanation from employer on letterhead, copy of military orders, etc.

Step 4: SAP Academic Plan

- Attach an SAP Academic Plan form developed by your academic advisor that ensures you will meet the SAP requirements within a specific period of time (not to exceed two semesters) for GPA or maximum time frame deficiency
- Pace of Completion Rate deficiency does not require an academic plan submission

Step 5: Submit

To the Saint Leo University, Financial Aid Office: Email: finaid@saintleo.edu or Fax: (866) 708-7770

- Signed and dated appeal form, letter and supporting documents
- Academic plan (if required)

Notifications are sent via email to the student Saint Leo email address within 30 days of the university receiving a complete appeal.

CERTIFICATION: I certify the information on this Satisfactory Academic Progress Appeal, my written appeal, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I will provide other information as requested by SLU Financial Aid Office. I realize that a final decision made not be made on my Satisfactory Academic Progress Appeal unless all steps above are complete and until I submit any additional information if requested by SLU Financial Aid Office. I understand any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

Student Signature _____ Date _____