



SAP Appeal Form

Today's Date

06/27/2022

Student ID

Student First Name

Student Last Name

Input fields for Student ID, Student First Name, and Student Last Name.

I understand that I am currently not meeting PCCC's Financial Aid standards of Satisfactory Academic Progress (SAP). I submit this Appeal for reinstatement of my Financial Aid.

Select Reinstatement Term

Academic Year

Dropdown menu for Select term for Appeal and input field for Academic Year.

Guidelines for Appeal

1. You must type your appeal statement in the space provided below.
2. Your letter, must address and describe in detail the extenuating circumstances that contributed to your unsatisfactory status.
 - **Based on federal guidelines, the extenuating circumstances may include:
 - o Hospitalization
 - o Personal Injury or illness
 - o Death of family member or
 - o Other circumstance (#of hours employed)
3. You must explain how the extenuating circumstances have been resolved. Include steps you will take or have taken that will help you succeed in the next term.
4. Attach to your appeal request the documentation which supports your appeal (e.g. medical claims/statements; police reports; death certificate/obituary; notarized letter from third-party; or other documentation illustrating commitments outside of school such as pay stubs, letter from employer, etc.).

Appeals will **NOT** be heard in person, so take your time in composing this letter as it is your only opportunity to describe the extenuating circumstances that prevented you from meeting the Financial Aid Standards of Satisfactory Academic Progress (SAP).

Enter Your Appeal Statement

Text area for appeal statement with a red arrow pointing to the right.

Please attach supporting documentation to this form prior to submission.

In order to be considered for reinstatement, you must submit this form and all supporting documentation no later than Deadline Date

Deadline Date

Input field for Deadline Date.

Dear FA SAP Committee:

I, *Your Name*, am a student of *Your Grade Level* student at PCCC. I am submitting this statement to explain my circumstance that contributed to my unsatisfactory status.

What happened: In this paragraph, explain in detail the circumstance.

What has changed: In this paragraph, explain how the circumstance has been resolved. Include steps you have taken or will take that will help you succeed in your next term.

Attached are the supporting documents verifying my circumstance.

Thank you for the consideration.

Sincerely,
Your Name