

## **Financial Aid Satisfactory Academic Progress Appeal**

### **Standards:**

Federal regulations require students receiving financial aid to maintain Satisfactory Academic Progress (SAP) in three areas – **cumulative GPA (2.0)**, hours earned or **completion rate (67%)**, and **maximum timeframe (150%)** – to be eligible for financial aid. It is your responsibility to stay informed of the SAP standards and to monitor your progress. A complete description of PBSC SAP policy for financial aid purposes can be found on the Financial Aid website. Click: [Standards of Academic Progress](#).

### **Extenuating or Mitigating Circumstances:**

An appeal can only be submitted if your failure to meet academic progress in one or more areas of SAP (mentioned above) is due to an event beyond your control. If such mitigating circumstances can be documented for the specific semester(s) in question, you may submit this completed SAP Appeal, along with a typed and **signed** statement explaining the situation which caused you not to meet SAP. Also include any documentation supporting your claim.

***VERY IMPORTANT: Submission of the appeal does not guarantee approval, and you are responsible for dropping all classes by the add/drop deadline if you are unable to pay for classes on your own. (please visit your Financial Aid Office for additional guidance)***

***NOTE: If you need guidance on how to complete the appeal, please meet with a Financial Aid Advisors who can provide additional advisement. Please do not delay or wait until the beginning of the start of a new semester to submit your SAP appeal. The Financial Aid Office will be at its peak in terms of processing and may not have ample time to review your SAP appeal. In which case you will be responsible for paying your own tuition & fees.***

### **Supporting Documentation:**

To confirm your extenuating circumstance(s), it is highly recommended you attach supporting documentation from an objective third party (e.g. physician, counselor, social worker, teacher, obituary notice of immediate family member, religious leader, etc.) **Appeals without appropriate supporting documentation may delay the decision.**

Your Statement should be clear and should explain the semester or period being questioned. Again, seek guidance from a Financial Aid Advisor.

- ✓ Verify that the extenuating circumstances occurred during the timeframe referenced in your appeal.
- ✓ Explain how those extenuating circumstances(s) will no longer influence your future studies.

We realize that sharing personal information may be difficult. Be assured that your statement will remain confidential. Only financial aid personnel will review your appeal.

**All decisions of the Financial Aid Appeals Committee are final and not subject to further appeal.**

### **Appeal Deadline:**

SAP appeals and supporting documentation should be submitted to the Office of Financial Aid as soon as you receive notification of failing SAP. (Be sure to include your name and Palm Beach State College student ID on any documentation submitted). If you delay on submitting your appeal you may not be eligible for financial aid until the following semester/term. It is your responsibility to initiate an appeal within a reasonable time frame for the Financial Aid Office to review.

Please check the term for which you are submitting a SAP appeal.

Fall  Spring  Summer

NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

Last

First

MI

Signature

Campus you are attending

Day phone

Evening phone

Email

@my.palmbeachstate.edu