



# Financial Aid Office Satisfactory Academic Progress Appeal

Students who fail to meet standards of Satisfactory Academic Progress (SAP) will be placed on Financial Aid Warning. Students who do not comply with SAP guidelines during a semester following their initial warning term may appeal the suspension of their financial aid eligibility by completing this form.

Complete this form, sign, date and drop off at Financial Aid office, SSC L177 or mail to Manchester Community College, Financial Aid Office, Great Path, MS #11, P.O. Box 1046, Manchester, CT 06045-1046 or fax to 860-512-3381. For more information, contact the Financial Aid office at 860-512-3380.

## STUDENT INFORMATION

First Name	MI	Last Name	Banner ID Number
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## REASONS FOR APPEAL

Extenuating circumstances for an appeal of satisfactory academic progress would typically include:

- Documented extended illness or hospitalization of student
- Incapacitation of the student for an extended period of time
- Death or illness of an immediate family member resulting in additional family responsibility by the student

Common situations that may NOT be considered as unusual circumstances and as a valid reason to make an appeal include:

- Family difficulties, such as divorce, separation or financial problems
- Interpersonal problems with friends, roommates, significant others or teachers
- Difficulty balancing work or family responsibilities and school
- Transportation issues, such as mechanical issues or bus schedules

In the space below (or in an attached statement), please describe the extenuating circumstances that contributed to your failing to meet the minimum standard(s) for satisfactory academic progress. Only appeals with supporting documentation will be considered. Acceptable forms of supporting documentation include statements from physicians or other health professionals, members of the clergy and family members.

# FOR OFFICE USE ONLY

Date Received \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Reviewed By \_\_\_\_\_

August 2018/PR

## CHANGES ALLOWING FOR SATISFACTORY PROGRESS

Please provide a detailed explanation of what has changed that will allow satisfactory progress to be demonstrated at the next evaluation:

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Student Signature

Date

After the committee reviews your appeal, and if it is approved, you will meet with a Financial Aid staff member. During this meeting, an agreement will be reached and details provided below.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL AGREEMENT

Agreement made by student and Financial Aid office to plan for future success:

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I agree to the above terms of my Financial Aid Satisfactory Academic Progress Appeal Agreement.

Student Signature

Date

Financial Aid Staff Signature

Date