

Financial Aid Office

Satisfactory Academic Progress (SAP) Appeal Requirements

Financial Aid Appeal Policy

Students have the right to appeal suspension of aid eligibility due to unsatisfactory academic progress. Federal regulations provide limited flexibility where a student can demonstrate mitigating circumstances, which contribute toward the student's lack of academic performance (e.g. illness, injury, or death of immediate family member during the semester of suspension). In those cases where these circumstances can be documented, and the committee by majority vote approves the appeal, the student may have their eligibility reinstated.

Deadlines and Procedure

In order for an appeal to be considered by the committee for the current term, the following documents must be delivered to the Financial Aid Office no later than the first day of registration for that term. The committee will meet up until the published deadlines in the Satisfactory Academic Progress Policy for each semester. Please see the SAP Policy for deadlines for appeals for the semester.

Required Documentation

- 1) Financial Aid Appeal Form
- 2) Letter from the student (no longer than one page) explaining the circumstances for the suspension, how they plan to resolve these circumstances, and why he/she feels they should be reinstated. Please include your current address.
- 3) Independent third party documentation for committee consideration. For example, if the reason is medical, a letter from a physician or copies of medical bills. The letter should state the medical problem, when it occurred, and whether it will interfere with future school attendance. This documentation cannot be from another student, parent, or spouse.
- 4) A working copy of your Montana Tech/College of Technology academic transcript. It may be a Banner Web Copy.
- 5) A plan of study signed by the student's advisor. The plan of study must list the courses the student will take the remainder of the school year and for at least one more academic year. The advisor may attach a signed copy of a department study plan. If the appeal is to extend the maximum time frame, the plan must outline all semesters remaining until graduation and provide an estimated graduation date.

All letters and Appeal information submitted into the Financial Aid Office will be kept confidential. Appeals will be denied if all requested materials are not submitted. The committee will meet as needed during the year.

I hereby authorize the Financial Aid Appeals Committee to contact my advisor regarding my appeal.

Student Signature

Social Security #

Date