



The freshman/sophomore UW campuses
OFFICE OF STUDENT FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID APPEAL FORM

COMPLETE ALL FOUR STEPS

Step One: Student Data Section

Student's Name (PLEASE PRINT CLEARLY): _____

ID Number: _____ Date of Birth: _____ CAMPUS: _____

Mailing Address: _____
Street City State Zip

Phone Number:(____) _____ - _____ E-mail address: _____

Last Term of Enrollment: _____ Did you receive financial aid? yes no

Component of SAP not met: GPA Completion Rate

Step Two: Personal Statement

Please answer the following questions. Use a separate sheet of paper, a one sentence response is not acceptable. *This information will remain confidential.*

1. Explain the extenuating circumstances that prevented you from meeting the minimum credits and/or cumulative GPA required for maintaining financial aid eligibility. Include relevant dates.
2. Indicate what circumstances have changed that will allow you to maintain financial aid eligibility for the requested and future term. What changes have you made to ensure that you will successfully complete the required credits and/or GPA needed to maintain satisfactory progress in the future?

Step Three: Documentation

Provide third-party documentation on professional letterhead to support your appeal. A Third-party is someone not related (clergy, social worker, case worker, counselor, doctor) who is familiar with situation and can support the reason for appeal. Examples of appropriate documentation are on the back of this page. Documentation should include relevant dates. Documentation should also state whether the problem has been resolved and give a professional opinion regarding student's ability to return to school. *See page two for more information.*

Step Four: Certification

I attest that all information is complete, true and accurate.

Student's Signature

Date

Return form, statement and supporting documents to Campus Student Services Office.



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SATISFACTORY ACADEMIC PROGRESS APPEAL DOCUMENTATION

Circumstance		Documentation
Work Related	Required overtime, required schedule change	<ul style="list-style-type: none"> Letter from employer including effective dates(s) and whether the increase in hours was mandatory
	Reduced hours resulting in increased childcare need, layoff, job loss	<ul style="list-style-type: none"> Letter from employer Separation letter
Medical Condition	Serious Illness or change in health status	<ul style="list-style-type: none"> Letter stating doctor advised period of home rest Record of doctor visits
	Surgery/Hospitalization	<ul style="list-style-type: none"> Letter stating doctor advised period of recovery Record of doctor visits Hospitalization records Copies of medical bills documenting illness/injury
	Mental Health Issue	<ul style="list-style-type: none"> Letter from doctor, therapist or counselor
	Dental emergency	<ul style="list-style-type: none"> Record of dental visits Letter from dentist Letter stating dentist advised period of recovery
Student's Children	Child's Medical Condition	<ul style="list-style-type: none"> Records from daycare/school that child was required to be kept home (Include in appeal the reasons that alternative care was not available and what the plan is if this should occur in future.) Records from doctor visits Letter stating doctor advised period of recovery Hospitalization records
	Daycare Issue	<ul style="list-style-type: none"> Letter from former daycare provider Letter from new daycare provider
Additional Circumstances	Death of a loved one	<ul style="list-style-type: none"> Obituary Funeral program Letter from counselor Documentation should include date and indicate relationship to the deceased
	Eviction	<ul style="list-style-type: none"> Eviction notice Letter from transitional housing program
	Assault/Domestic Violence	<ul style="list-style-type: none"> Police report Court documentation Letter from clergy, social worker, counselor, doctor

Please provide any additional documentation that supports your appeal.

Note: Letters from medical professionals should also state whether the problem has been resolved and give a professional opinion regarding student's ability to return to school.