



**FINANCIAL AID APPEAL FOR REINSTATEMENT**

COMPLETION OF THIS FORM MUST BE TYPED/HANDWRITTEN CLEARLY

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Enrollment period for which you are appealing: (check only one)       Fall 2019       Spring 2020       Summer 2020

**Step 1:** Please be specific in explaining the reason for either withdrawing, not completing, or failing to earn a satisfactory grades for courses in all of the semesters you have attended college and/or attempted more than 150% of the published length of your educational/degree program. **Also, submit documentation verifying your explanation for not meeting the minimum satisfactory academic progress standards.**

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**Step 2:** Provide an explanation of what has changed (and provide documentation if appropriate) that will now allow you to comply with the Financial Aid Satisfactory Academic Progress (SAP) standards. Provide a statement of your academic objectives and your plan of corrective action.

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**Step 3:** Sign and submit the completed appeal form to either campus or mail to the Financial Aid Office, PO Box 17202 Trenton, NJ 08690 or fax to 609.570.3888

**I understand that the decision of the Academic Progress Appeals Committee is final, and I agree to comply with any enrollment restrictions stipulated by the Committee. I also understand that if my appeal is granted approval, my financial aid will be reinstated on a probationary status. I understand I must complete all courses with no failures "F", withdrawals "W", incomplete "I" or no credit "NC" grades of any kind and must earn a term G.P.A. of 2.00. If it is determined that I am not making satisfactory progress, I understand I may once again meet satisfactory progress standards through a successful appeal, adherence to these conditions, with an academic plan developed, and I will meet its requirements.**

Appeals will be accepted and processed on a rolling basis. Appeals for the Fall semester should be submitted before **November 1<sup>st</sup>**. Appeals for the Spring semester should be submitted before **April 1<sup>st</sup>**. Appeals for the Summer semester should be submitted before **June 10<sup>th</sup>**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL (SAP) AGREEMENT FORM

Federal regulations require that all students receiving financial aid must make satisfactory academic progress (SAP) toward their course of study. **Unfortunately, you are not meeting the minimum standards for SAP and have been placed on financial aid suspension.** Our evaluation is based on your entire academic record at Mercer (see college catalog under Financial Aid: General Eligibility Requirements). You have the right to appeal for reinstatement of eligibility. The appeal must provide evidence of extenuating circumstances.

**You may be required to complete either Step 1 and/or Step 2 below** and return this form along with accompanying documentation by the appeal submission **deadline** for that semester. Deadlines are listed in the SAP guidelines. Incomplete forms, or forms without the minimal documentation, **will not be reviewed.** (see the back of this agreement for examples of documentation) . You can see the status of your appeal in the "Documents" section of **Mercer's Online Financial Aid Office**. Your appeal will be in a "Not Reviewed" status when received. After the appeal is reviewed, the status will change: to either "Approved" or "Denied". Any questions please email the Financial Aid Office at [finaid@mccc.edu](mailto:finaid@mccc.edu) from your student email account.

### Step 1: Letter of Appeal

Complete this Financial Aid Appeal form for reinstatement explaining in detail the reasons **why you were unable to successfully complete your courses or have attempted more than 150% of the published length of your educational/degree program.** If your appeal is due to your lack of academic progress in the past, it is important to explain your past circumstances. Refer to the SAP guidelines for details in constructing your letter.

**\*\*Appeals will NOT be heard in person.** You can submit your appeal to the Financial Aid Office on any campus, mail or fax your appeal. Be sure to attach a signed copy of this agreement to your appeal and keep a copy for your future reference.

### Step 2: Academic Plan

If an Academic Plan is **required, it will be emailed to your student email account. It must be signed by an academic advisor, indicating: how many credits** you will take each academic term, when graduation is anticipated, and when it is anticipated that you will meet the SAP standards. If your appeal is **approved,** you will be expected to meet the enrollment goals set forth in your plan for each academic term, so be realistic when planning.

### Step 3: Award Decision

Once the Financial Aid Office receives your plan, you will be awarded any financial aid that you are eligible for on a probationary basis.

### Step 4: Academic Plan Review

At the end of the semester, the Financial Aid Office will determine if you are meeting the minimum standards for academic progress.

- 1) If you are meeting the minimum standards for academic progress you will no longer be considered on a probation status for financial aid.
- 2) If you are not meeting the minimum standards for academic progress, the Financial Aid Office will determine if you met the terms of your plan.
  - a) If you meet the terms of your plan, you will be eligible to continue on a probation status for financial aid.
  - b) If you have not met the terms of your plan, you will be ineligible for financial aid until you are meeting the minimum standards of satisfactory academic progress.

Print Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Office Use Only	
Date Received: _____	
Staff must review and make sure the appropriate and relevant documentation is attached before it is submitted to the Financial Aid Committee.	
Staff Signature: _____	