



2017 - 2018

### Financial Aid Satisfactory Academic Progress Appeal Form

Name \_\_\_\_\_ SU ID \_\_\_\_\_

At the conclusion of each spring term, the Samford Office of Financial Aid reviews every student to determine whether or not they are making Satisfactory Academic Progress (SAP). A full description of our SAP policy may be found in the Samford Catalog or at <http://samford.edu/departments/financial-services/>.

An email regarding your SAP status for the 2017-2018 academic year has been sent to your Samford email account. Your status is also reflected in your student web portal. Any questions you have about SAP may be answered by calling or emailing the Office of Financial Aid. Our contact information is below.

**IMPORTANT:** In order for your appeal to be considered complete and ready for review, a typed explanation of why you were unable to meet SAP standards, what has changed in order for you to meet SAP standards, and supporting documentation from your doctor, court records, etc. must accompany this appeal. You must also indicate which of the issues below contributed to your inability to maintain SAP. Failure to choose an issue below and failure to not include an explanation, will cause your appeal to be automatically denied.

- \_\_\_\_\_ death of a family member (immediate family only - copy of death certificate required)
- \_\_\_\_\_ injury or illness (recent or long-term - supporting documentation required)
- \_\_\_\_\_ other special circumstance \_\_\_\_\_

*I would like to have my financial aid eligibility reinstated. If my appeal is approved, I understand that my academic progress will be monitored and conditions may apply to the continuation of an approved appeal.*

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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Office of Financial Aid Use Only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Samford University Office of Financial Aid - 800 Lakeshore Drive - Birmingham, AL 35229

Phone Number: (205) 726-2905 - Fax Number: (205)726-2738 - Email: ofa@samford.edu