



Satisfactory Academic Progress (SAP) Appeal Form: One-Time Waiver)

St Thomas Aquinas College has established Financial Aid SAP requirements that all students must meet in order to remain eligible for Federal Title IV student aid. Title IV Student Aid Programs include but are not limited to: Pell Grant, SEOG, TEACH grant, Federal Work-Study, and all Federal Direct student loans including the Federal Direct Parent Loan.

To be reviewed for a one time waiver to reinstate your Federal Student Aid, please complete the following:

Date: _____ Student Number: _____
Name: _____ Phone Number (cell): _____ Address: _____
Major: _____
City/State: _____ Type of Degree (Bachelors, Masters): _____
Zip Code: _____
Anticipated Graduation Date: _____

Along with this form, attach a typed statement that must address the questions outlined below, In preparing your statement, you may wish to consult with Academic Services and reference your academic recovery plan.

- What circumstances have contributed to your poor academic performance? How did these circumstances affect the grades that you earned?
- What steps are you taking (or what steps have you taken) in order to resolve the difficulties in your academic and/or personal life?
- If your appeal is granted: a) What courses do you plan to take during the following semester? b) What grades do you expect to earn? c) What is your plan for achieving these grades?

Documents Required for One-Time Waiver (may include):

- Copies of hospital bills, signed statements from the attending physician(s) or therapists on letterhead stationery indicating dates of treatment and/or release.
- An official death certificate.
- An official report of the occurrence such as a police report, divorce documents, insurance damage reports for natural disasters, or bill for services related to the emergency, etc.

Documents must be verifiable (i.e., include telephone and/or license numbers).

Return the completed and signed form, your appeal statement and any relevant documentation to STAC's Financial Aid office.

Return the completed and signed form, your appeal statement and any relevant documentation to STAC's Office of Financial Aid in Spellman 125.

Note: Failure to provide adequate and/or time specific information and/or documentation will result in the petition either being denied or delayed until you provide appropriate documentation.

You will receive written notification of the Committee's decision within fifteen (15) working days from receipt of the petition.

****FINANCIAL AID OFFICE USE ONLY****

Financial Aid Review:

Total Credits reported (attempted and earned) for 150% Rule purpose: _____

Total Credits required for current Degree: _____

Total number of credits required to complete current Degree: _____

Decision:

Denied

One-time Waiver Approved Need additional information

_____ Credits Approved

_____ Term Approved

Comments supporting decision:

Date of Review:

(Month/Day/Year)

Reviewed/Approved by: