

**Southwestern Assemblies of God University
Financial Aid
Instructions for completing the SAP Appeal Form**

How to appeal for reinstatement of federal financial aid:

Students who become ineligible for federal financial aid under the Satisfactory Academic Progress policy may submit a request for reinstatement to the Financial Aid Office with the required supporting documentation attached. The Financial Aid Review Committee shall review and validate the documentation attached to determine if the student has met the conditions for reinstatement, or if extenuating circumstances of the student should be taken into consideration for reinstatement. **Students are responsible for payments that become due to the university while an appeal is being considered if enrollment has occurred.** Submitted requests must be typed.

All requests and supporting documentation must be attached to a satisfactory academic Progress Appeal Form.

The following mitigating circumstances are examples of circumstances that may be considered:

1. Personal illness, injury or accident

Requires a doctor's written statement, hospital records, accident/police report

2. Serious illness or death within immediate family

Requires a death certificate/obituary or doctor's statement

3. Divorce or separation

Requires divorce/separation documents or letter from attorney

4. Last enrollment was at least 10 years ago

Requires a copy of your most recent transcript

5. Administrative error

Requires documentation from the involved administrative office explaining the nature of the error

6. Change of Program of Study

Requires a copy of a new official degree plan showing the number of hours needed to complete your current degree or certificate program.

The condition or situation must have occurred during the period of enrollment immediately prior to the Financial Aid Suspension and must have been resolved to allow the student the ability to complete course work successfully or the request will not be granted.

IF REINSTATEMENT IS DENIED

To regain financial aid eligibility if reinstatement is denied, a student must pay the expenses related to an enrollment of at least half-time status (6 credit hours) during the next award year and satisfy all SAP requirements.

**Southwestern Assemblies of God University
Financial Aid Office
Satisfactory Academic Progress Appeal**

**Return, mail or fax this completed form and required attachments to the
Financial Aid Office, 1200 Sycamore, Waxahachie, TX 75165
Fax number 972-923-8143**

Student Name _____

Mailing Address _____

City, State, Zip Code _____

*Students may not request reinstatement for a semester which has already ended.
Undocumented appeals will not be considered.*

1. In which semester do you plan to enroll? Fall _____ Spring _____ Summer _____
2. When do you expect to graduate from your current program of study? _____

Required attachments:

1. A typed explanation for failing to meet the Satisfactory Academic Progress (SAP) policy. (see most recent SAGU Academic Catalog)
2. Supporting documentation relevant to the explanation (see instructions)
3. Letter of endorsement from an SAGU faculty/staff member. This letter should make mention of the endorser's knowledge of the students extenuating circumstances as well as the endorser recommendation that an appeal be grant. (This letter will not guarantee the appeal will be approved)

**Return, Mail or Fax This Completed Form And Required Attachments To The
Financial Aid Office**

FOR OFFICE USE ONLY

(a) SAGU attempted hours: _____ / (b) SAGU earned hours: _____ / (c) Total TR hours _____
(d) TR hours used in program completion: _____ / (e) # hours remaining to complete program _____
(f) # hours required in program: _____ / [(a) _____ + (d) _____ + (e) _____] < or ≥ (f) x 150% _____
Current Year hours: _____ / Cumulative GPA: _____ / Prior Suspension? _____ Yes/ _____ No

DECISION

Approved: _____ Denied: _____ Date: _____ Date Approval/Denial Letter Sent: _____

Comments: