



Office of Financial Aid
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**SAP Maximum Time
Frame Appeal &
Agreement
2019-20 School Year**

NAME: _____ STUDENT ID: 900

Appeal submission **deadline date** for the semester for which you are submitting the appeal:

Full & B Term Fall 2019 (Aug. 14th) Spring 2020 (Jan. 8th) Summer 2020 (May 7th)

C Term Fall 2019 (Sept. 30th) Spring 2020 (Feb. 19th) Summer 2020 (May 7th)

Federal guidelines require that a student graduate from their program before having attempted more than 150% (1.5 times) of the required number of hours to graduate. If a student doesn't meet this requirement they are allowed to appeal **if** something beyond their control hindered them from doing so. This form has been designed for the student to complete an appeal for this part of the Satisfactory Academic Progress policy.

Do not rely on the success of your appeal for tuition payment. Financial Aid Suspension will only prevent disbursements to your Banner account and does not affect any other services on campus. If your appeal is approved, reinstatement does not guarantee an award. We will award you with the funds we currently have available. You are not guaranteed replacement of any previously awarded funds. You will be placed on Financial Aid Probation with conditions that may be required to gain aid eligibility.

1. Type **and** sign a **detailed letter of appeal**. This letter should include and describe the following points:
 - a. Extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress (SAP) standards. Focus on semesters/quarters you failed and/or withdrew from classes. Examples of extenuating circumstances include, but are not limited to:
 - i. Death or serious illness or injury to an immediate family member
 - ii. Extended hospitalization or medical condition of student
 - iii. Victimization of a violent crime or natural disaster
 - iv. Work related difficulties
 - v. Other documented situations
 - b. Plan of action to resolve the cause for the circumstance or unit-deficiency and explain how it will not cause problems in the future.
 - c. If applicable, reason for changing your major before graduating from the program.
2. Provide copies of **supporting documentation** such as doctors' letters/bills, death certificate, obituary, police reports, etc. **Failure to provide adequate documentation will result in your appeal being denied.**
3. Attach a copy of your DegreeWorks print out (you can print it from Banner Web or obtain one from your advisor). Please check-mark or hi-light each course you still need to complete. We suggest that you keep a copy for yourself to help guide you toward completion of your program and graduation.

During the review, some of the factors that will be considered are:

1. Validity of the reasons for failing to meet the standards.
2. Resolution of the problems leading up to your failure to meet the standards.
3. Prior academic history (credits earned vs. credits attempted, GPA, number of repeats, etc.).
4. Number of previous suspensions and reinstatements.
5. Your demonstrated motivation to succeed and likelihood of future success. This would include obtaining your GED or high school diploma. **Failure to obtain a GED could cause your appeal to be denied.**
6. Quality and thoroughness of appeal and supporting documentation. **The dates on your documentation must align with the dates of the semester(s) you failed to pass your courses.**

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NAME: _____ STUDENT ID: 900 _____

If your appeal or payment isn't submitted before the payment deadline (see calendar) then your classes will be dropped for non-payment. Appeals are reviewed at the end of each semester after grades are posted. You can track the progress of your appeal on Banner Web for Students, under Requirements. In-person appointments will not be granted unless requested by the Office of Financial Aid. Appeals submitted after the deadline will be considered for the next semester.

If your appeal is denied, you may submit a secondary appeal to the Office of Financial Aid if you are providing new information that was not considered in your original appeal. This appeal will also need to be accepted by the payment deadline.

Please initial below showing that you understand and agree to comply with each item. Note that you must receive an approved financial aid appeal for maximum time frame suspension before financial aid can be awarded.

STUDENT INITIAL	FINANCIAL AID REQUIREMENT
	1. I understand that I will not be allowed to change my major until after I graduate from my current program of study. My current major is: _____
	2. I understand that failure to pass at least 67% of my attempted hours any semester will put me back on financial aid suspension.
	3. I understand that I must maintain at least a 2.0 GPA each semester.

By signing this form, I certify that I have read both pages of this form and that the information provided and all supporting documentation is true and accurate. I understand that falsified documentation will result in an immediate denial of my appeal and that future appeals may be denied as well.

Student Signature

Date

For Office Use Only

Sent to the committee: _____ Reason for SAP: Max Hours

Judge 1 Approve Deny

Team:

Judge 2 Approve Deny

Final Score:

Judge 3 Approve Deny

Approve
 Denied

Financial Aid Representative

Date