



Satisfactory Academic Progress (SAP) Appeal for Financial Aid

Federal regulations require that institutions of higher education monitor the academic progress of each applicant for federal financial assistance and that the institution certify the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress is made at the end of the academic year in May.

STUDENT INFORMATION:

Full Name: _____ Oasis ID: _____

Address: _____

City/State/Zip: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Please indicate why you need to appeal for financial aid. (You can review your academic history on OASIS) More than one item may be selected from the following list:

- I did not pass 67% of the cumulative total credits attempted and am not meeting the completion ratio requirement.
- My cumulative grade point average is below the 2.0 requirement.
- My total credits attempted have exceeded 150% of the required coursework or 180 hours for my undergraduate degree.
- This is my first SAP appeal submission.

The items below MUST be submitted in order to have your appeal reviewed:

1. A completed and signed SAP Appeal Form.
2. A signed, typed statement explaining the extenuating circumstances, how the circumstances have been addressed, and your college goals.
3. Documentation of the extenuating circumstances. Extenuating circumstances must be documented, e.g. hospitalization records, death certificate for each family member, statement from an employer describing relevant change in job responsibilities, etc.

These requirements are mandatory. If you fail to turn in any of the above, your appeal will be considered incomplete and not reviewed.

The Heidelberg University Financial Aid SAP Appeals Committee will review your complete enrollment record. You must be able to achieve the minimum requirements for Satisfactory Academic Progress at the end of the probation period or have demonstrated significant improvement in your coursework. If the Appeals Committee determines that achieving minimum requirements for SAP or demonstrated improvement is unlikely or not possible, your appeal will be denied.

The Appeals Committee will notify you of the decision by mail and e-mail to the address recorded on the appeal form.

The decision of the Appeals Committee is final and is made within the spirit of the federal regulations that you are able to complete your degree within the required timeframe.

My signature certifies the validity of the information submitted on this form and in all related attachments. My signature also authorizes the Office of Financial Aid to verify any information submitted for this appeal.

Signature: _____ Date: _____

Please return this form along with additional documentation to:

Heidelberg University | Office of Financial Aid | 310 E. Market St. | Tiffin, OH 44883