

SAP APPEALS APPLICATION

Please complete this packet to appeal your financial aid ineligibility. Failure to submit all documentation and follow instructions will result in a delay in the decision of your appeal. This form is to be completed for a financial aid appeal only.

Student Information

Student ID: _____

Full Name: _____

Email Address: _____

Degree Program: _____

Next Semester that you plan on enrolling: _____

Reason for Financial Aid Suspension (check all that apply):

- I currently have a cumulative grade point average (GPA) below the minimum standard of 2.0.
- I currently have a cumulative completion ratio below the required standards (students must successfully complete at least 67% of credits attempted).
- I have an expected graduation date beyond 150% of the time frame allotted for my degree.

Appeal Information

Students who fail to meet the minimum requirements of Leavell College's SAP policy may appeal their ineligibility to receive federal student aid if they have experienced undue hardship. Please indicate below the circumstance(s) which apply to your situation. Your appeal must include the supporting documentation listed below.

Check all circumstances that apply

- Death of an immediate family member
- Major medical issue experienced by the student or an immediate family member of the student
- Domestic Violence
- Involuntary call to active military duty
- Natural Disaster
- Other extreme circumstances
 - Describe clearly:

Supporting Documentation

Complete this form, sign, and return after attaching all supplemental documents mentioned below.

- a personal statement - The personal statement should be typed. It must include an explanation of the student's failure to meet the progress standards and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation. Students must include dates and a plan to meet SAP going forward.
- an academic recommendation letter - The academic recommendation should come from a current or previous professor, an academic advisor. The academic recommendation should come from an individual who can provide an assessment of the academic capabilities of the student.
- an official recommendation letter - The official recommendation should come from a reputable source. The official recommendation should come from an individual who knows the details of the student's situation.
- documentation to support the specific circumstance - Students are required to provide supporting documents for their specific situation. The supporting documents that should be submitted are dependent upon the student's unique situation. Supporting documents could include medical bills, pay stubs, obituary, FEMA application, or any document needed to prove the circumstances mentioned in the personal statement. An SAP Appeals Application that is submitted with adequate supporting documentation will be denied.
- academic plan completed with an advisor - Students can schedule a meeting with an academic advisor on the school's website or by emailing academicadvisor@nobts.edu. Students must complete the academic plan form (found on the final page of this document) with an advisor and submit it as a part of the SAP Appeals Application.

Certification of Information

- I certify that the information I have provided is true and complete to the best of my knowledge.
- If additional information is needed or once a final decision has been reached regarding my appeal for financial aid, I understand that I will be sent a notification via email. Therefore, it is my responsibility to check my email account frequently during this period. If corresponding through email is a problem, I realize that it is my responsibility to contact the Office of Financial Aid for further instructions.
- I certify that I understand the academic requirements/academic plan recommended by my academic advisor. If I fail to meet the requirements outlined in this plan, my future eligibility for financial aid will be suspended.

Signature: _____ Date: _____

Students must attach an academic plan that has been completed and signed by an academic advisor.

This form should be completed by the student's academic advisor.