

Guidelines for Writing an Appeal for Financial Aid Suspension

1. Before you begin writing an appeal letter for a financial aid suspension, be sure to review the Satisfactory Academic Progress (SAP) Policy in the student catalog or online.
2. Organize what you are going to state when you write. Make sure your ideas focus on the appeal for reinstating your financial aid eligibility.
3. In the opening paragraph, state your request to have your financial aid reinstated. Then, state your current unsatisfactory academic progress situation. Use clear, direct language that reflects your understanding of the reason why your financial aid has been suspended.
4. In your next paragraph, state/explain your reason for not meeting satisfactory academic progress. Answer the question, "Why were you unable to maintain SAP?" Be honest and concise in stating your situation.
5. Explain what circumstances have changed that will allow you to make academic progress in future terms. Answer the question, "What corrective measures have you taken, or will you take to achieve and maintain SAP?"

Additional Points:

- Make sure spelling and punctuation is correct.
- Don't be long-winded. Keep your reasons for not meeting SAP standards concise and to the point.
- Take responsibility for your situation. Perhaps you need help with time management or study skills. Acknowledge the problem and explain how you will get the assistance you need.
- Note: Lack of awareness of withdrawal policies, requirements for SAP, or unpreparedness for college coursework will not be accepted as reasons for the purpose of an appeal.
- Be sure to attach any relevant supporting documentation. This may include (but is not limited to) a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice, or death certificate.
- Appeals should be emailed to or dropped off at the Financial Aid Office. Results of your appeal will be emailed to your Capital University email address. Notifications may take 10 to 14 days to process.
- Appeal decisions are final. Do not assume that your appeal will be approved just because you submitted an appeal letter.

Example of a valid Financial Aid Appeal Letter:

Date: Month, day, year

Name: First Last

Student ID: XXXXXXXXXXXX

Student Type: Traditional, Law, MBA, ACE, Trinity...

(Next, answer the question, "What is your request?")

I am requesting to have my financial aid reinstated for the upcoming semester. Currently, I am not meeting the Capital University standards of Satisfactory Academic Progress (SAP). I am not meeting the minimum (GPA, Pace of Progression or Maximum Timeframe) (Explain what aspect(s) of SAP you are not currently meeting. You may want to include the minimum requirement(s)).

(Next, answer the question, "What happened?")

In this paragraph explain in clear, concise sentences any circumstances that led to your SAP status. This may include personal illness/injury, family illness/injury, severe personal or family problems, etc.

(Next, answer the question, "What has changed?")

In this paragraph explain what has changed so that you will be able to meet all aspects of SAP for upcoming semester. This may include recovering from an illness, securing reliable transportation, scheduling tutoring sessions, etc.

(Next, sign and provide contact information for the appeal.)

Roger Rabbit
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XXX-XXX-XXXX

Finally, it may be helpful to include supporting documentation with the appeal:

- Examples include, but not limited to –
 - Doctor's statement
 - Copy of hospital/urgent care/physician's bill
 - Obituary, funeral notice or death certificate