



### Financial Aid Appeal Form - SAP

\_\_\_\_\_  
Student's Full Name \_\_\_\_\_ GSW ID

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Expected Graduation Date

**Instructions:** Attach ALL required information listed below

**1. Personal Signed Statement of Extenuating Circumstances Out of Your Control** - Provide a concise statement that details all of the information below.

- Extenuating circumstance(s) such as personal injury or illness, family emergency, death of a close relative, etc. These circumstances must have occurred during specific individual semesters that caused you to not meet Satisfactory Academic Progress (SAP).
- How your situation has changed since the extenuating circumstances occurred; and
- Steps you have taken to ensure that you will successfully complete all current and future classes.

**2. Supporting Documentation** - Attach dated documentation supporting each extenuating circumstance described in your personal statement and any steps you have taken to ensure current/future success in your classes. Please do not provide originals or your only copy, as all information is imaged and any paper copy is destroyed.

Examples of acceptable documentation include, but are not limited to:

- A signed, dated statement on professional letterhead from a doctor or other professional that confirms medical, legal, or other circumstances described in your personal statements, and that states whether these are resolved.
- A copy of a police report or court document that includes a date and information specific to what happened.
- A copy of a death certificate or funeral announcement that includes the date of death.

**3. Students Over 150% Maximum Timeframe Only** - A complete list of your remaining courses, including your graduation term, signed by you and your academic advisor. Any appeals approved must follow this academic plan - please keep a copy of the plan for reference when registering for future terms.

**Financial Aid eligibility cannot be reinstated for any semester that has already ended. Appeals are reviewed by date order received. Please allow 10-14 business days, but may take longer during high volume time.**

Georgia Southwestern State University is committed to the well-being of all our students. If the appeal you submit indicates you have experienced sexual or relationship violence, the Office of Student Financial Aid will refer it to the Title IX Coordinator who may contact you with available resources

**FOR OFFICE USE ONLY (do not write below this line)**

67%   
  Near 150%   
  150%   
  GPA   
 Term \_\_\_\_\_   
 Previous appeal(s) \_\_\_\_\_  
 Approved   
 Denied   
 Committee Review:   
 Approved   
 Denied

Findings: \_\_\_\_\_

First Review Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Committee Review Initials: \_\_\_\_\_ Date: \_\_\_\_\_