Northeast Wisconsin Technical College
Your Community College

Financial Aid
Satisfactory Academic Progress (SAP) Appeal Form

NAME _____ STUDENT ID # _____
Please Print

ADDRESS _____ CITY/STATE/ZIP _____

SEMESTER YOU ARE REQUESTING AN APPEAL FOR: FALL 20 _____ SPRING 20 _____ SUMMER 20 _____

If you experienced non-academic extenuating circumstances that prevented you from making satisfactory academic progress for financial aid you have the right to appeal your ineligibility. Please review the requirements below and provide the information as outlined. Students may appeal financial aid ineligibility only once.

Please note: Appeals submitted without documentation will be denied.

- ☑ You are required to submit a letter explaining the specific circumstance that occurred (with dates) which prevented you from making satisfactory academic progress. Your letter should include an explanation of how you have addressed the problem to ensure your future academic success.
- ☑ All appeals must include third party documentation that verifies the circumstance you have identified as the basis of your appeal. If the basis is a medical problem you must provide a letter from your treating physician **(on letterhead)** explaining your medical circumstance, the date(s) of occurrence, and whether or not you are able to return to school, if the circumstance is a death in your family, a copy of obituary or death certificate must be provided.
- ☑ You are also encouraged to meet with an Academic Advisor or Counselor to discuss a plan to ensure your future academic success.

Return the completed appeal form and all required documentation to:

Northeast Wisconsin Technical College, Director of Financial Aid
2740 W Mason Street, P O Box 19042, Green Bay, WI 54307-9042

_____ _____
Student's Signature Date

FA Office Use Only:

Appeal Granted: _____ Appeal Denied: _____ Initials: _____
date date

Notes: _____