



**Vance-Granville Community College
Office of Financial Aid**

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Financial Aid SAP Appeal

Federal Financial Aid regulations require that you meet Satisfactory Academic Progress Standards (SAP) to maintain your eligibility for federal and/or state financial aid. You must make progress toward a degree according to three standards: GPA (2.0), Completion Rate (67%), and Maximum Time Frame (150% of program-required credit hours).

Desired Term of Re-Enrollment: _____

Student's Name: _____ Student's VGCC ID#: _____

Telephone Number: _____ VGCC Email Address: _____

Program of Study: _____ Anticipated Graduation Date: _____

Federal regulations allow students to appeal financial aid standings with proper documentation, only when special circumstances existed that caused a student to not meet one or more SAP standards. Special circumstances include:

- Death of an immediate family member or close relative (i.e. spouse, parent, grandparent, sibling, child, etc.)
- A serious injury or illness (physical or mental) that required medical intervention
- Significant, unanticipated family obligations due to medical issue or illness
- A catastrophic loss due to fire, flood, or natural disaster that affects the student's attendance or performance
- An unsafe or abusive environment
- Change in personal circumstances (divorce, homelessness, loss of income, employment changes, etc.) that prohibits the student's successful completion of coursework
- Other extreme circumstances (case by case basis)

The following circumstances are not considered extenuating and beyond the student's control:

- Lack of knowledge/understanding of the VGCC SAP Policy
- Medical appeals for illness/injury that do not coincide with the semester(s) of sub-standard academic progress
- Work/scheduling conflicts (including voluntary overtime)
- Acclimation issues regarding being in a college setting

Below is a list of possible circumstances and the suggested supporting documentation. Please note, the following list does not cover every possibility. Providing an extenuating circumstance with supporting documentation from the list below does not guarantee approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

Possible Circumstances	Suggested Documentation
Death of a family member or close relative	Obituary/Death Certificate
Serious injury or illness of you or a family member	Documentation from your (or your family member's) medical provider or insurance provider
Military Duty	Official Military Orders
Unsafe or Abusive Environment	Police Records, Court/Legal Documents, Restraining Orders
Employment Changes	Statement from Employer, Unemployment Statement

Students who wish to appeal their unsatisfactory financial aid status due to extenuating circumstances for the current semester **MUST** submit the completed SAP appeal form to the Financial Aid office 7 days before the end of the 1st 8-weeks for Fall and Spring and 1st 4-weeks for Summer. Any appeals after this date will be for the following semester. The SAP Appeal Committee's decisions are final and cannot be appealed further.

SECTION A: TO BE COMPLETED BY THE STUDENT

Reason for Appeal (Check all that apply):

- Grade Point Average – Cumulative grade point average (GPA) below requirements
- Completion Rate – Completed less than 67% of attempted hours
- Maximum Timeframe – Attempted more than 150% of credit hours required for the program without graduating

Discuss the circumstances that prevented you from meeting Financial Aid SAP while attending VGCC. Be specific about the events and the affected period(s) of enrollment. If you need assistance with this information, contact the Financial Aid Department. **If you need more room, please use the back of this page.**

Additional for Maximum Timeframe Appeal ONLY: Explain why you have attempted 150% more credit hours than required for your program and provide documentation. (Example: changes in the program and reasons for change, credits earned in Early College, etc.)

Discuss what has changed in your situation so you can now succeed at earning your degree, diploma, or certificate at VGCC. Describe the efforts or steps you have taken which will now allow you to meet the Financial Aid academic requirements in your next term.

STUDENT CERTIFICATION

I understand that a decision regarding this appeal will be made taking all the information I have provided into consideration. If my appeal is approved, I will be expected to make SAP during my next term of enrollment which will be a semester under financial aid probation. If I have been enrolled in the most recently concluded semester, I am aware that my appeal will not be reviewed until my semester grades have been evaluated. I certify that the information I have provided is true and accurate to the best of my knowledge.

Student Signature _____

Date _____

Signature cannot be electronic.