



Financial Aid Appeal Request for Satisfactory Academic Progress (SAP)

This appeal is for federal financial aid only and does not determine your eligibility for the PA State Grant. This appeal process is also separate from your Academic Standing at BC3, which is handled through the Records and Registration Office.

All information contained on this appeal form is confidential. The Appeals Committee will carefully evaluate your past academic performance as well as your appeal packet to determine if your Federal Student Aid will be reinstated. **Submission of your completed packet does not guarantee approval.**

Your Appeal Packet will be reviewed within two weeks after submission and you will be notified via your BC3 email account of the Committee's decision, which is final. If approved, you will be required to meet with an advisor prior to having your federal financial aid reinstated. If denied, you will be responsible for tuition until you make up the deficiencies in your progress.

It is your responsibility to submit your Appeal Packet to the financial aid office **no later than the 5th day of classes for the semester for which you are requesting a reinstatement of federal aid.** Appeal Packets submitted after this deadline will be processed for the next semester you attend.

You may be responsible for your tuition, fees, and book expenses while your Appeal Packet is being reviewed.

Student Information

Name:		ID:	
Address:		Phone:	
City, State ZIP:		Major:	
Expected Graduation Date:			

Appealable Reasons and Documentation

Please indicate the reason(s) for the appeal below and attach the required documentation:

- Serious injury or illness of the student and/or the student's immediate family.
Required Documentation: Copies of medical records from doctor/hospital confirming injury and time period.
- Death of the student's close relative. Date of death: _____ (MM/DD/YY)
Required Documentation: Copy of the death certificate or complete funeral program.
- Other circumstance out of the student's control (i.e., national emergency, undue hardship, etc.)
Required Documentation: Detailed personal statement (see page 2) of circumstance, time period of circumstance and how circumstance directly impacted student success. Include any third-party documentation (from counselor, clergy, court records, etc.) to support student impact.

If the student cannot provide the required third-party documentation, the appeal will still be considered by the Appeals Committee; however, lack of third-party documentation can lessen the likelihood of the appeal being approved.

Personal Statement

Write a detailed personal statement on the next page, which **must** include the following:

- Reason(s) for the appeal. If you had multiple situations, explain all of them in detail.
- When the situation occurred.
- How situation affected your ability to successfully complete your courses during that time period.
- What has changed that will now allow you to successfully complete your courses.

Questions and Appeal Packets can be directed to jennifer.monks@bc3.edu.

Please attach the form and documentation to the email; do not send pictures.

Personal Statement:

SAMPLE

Certification

I certify that all the information contained on this form and in the supporting documentation is complete and correct. I understand that I must complete all sections, sign and return this form for my appeal to be processed for federal financial aid consideration.

I understand that by submitting this appeal packet I am using my one and only opportunity to appeal.

Student Signature: _____

Date: _____

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