



FRIENDS
UNIVERSITY

Office of Financial Aid

Financial Aid
Satisfactory Academic Progress
Appeal Form
2019-2020

Student's Full Name: _____ Student ID: N00 _____

Address: _____ City/Zip: _____

Program/Major: _____ Phone Number: () _____

Email: _____

Friends University's Satisfactory Academic Progress (SAP) Policy indicates that undergraduates will lose eligibility for financial aid if they are not maintaining a cumulative grade point average in accordance with their academic classification. The policy also states that undergraduate students will lose eligibility if they have not earned at least 67 percent of the overall credits they have attempted. Based on your academic transcript, you are not meeting one or both of these standards.

Qualitative GPA Standards:

Full-Time Equivalent	Academic Classification	Credit Hours Attempted	GPA Requirement
1 Year	Freshman	0-27	1.6 CGPA
2 Years	Sophomore	28-57	1.8 CGPA
3 Years	Junior	58-87	2.0 CGPA
4 Years	Senior	88-117	2.0 CGPA
5 Years	Senior	118-186	2.0 CGPA
	Graduate		3.0 CGPA

You may request reconsideration of your financial aid denial by submitting an appeal that includes;

1. Your statement (in the space below) describing the extenuating circumstance(s) that prevented you from meeting SAP requirements, **AND**
2. Your explanation about what has changed and what will allow you to meet SAP requirements in the future, **AND**
3. Documentation that confirms your extenuating circumstances for the timeframe referenced in your appeal.

SAP Appeal Deadlines:

Summer 2019 –

- May 27, 2019
- June 24, 2019
- July 8, 2019

Fall 2019 –

- August 20, 2019
- September 16, 2019
- October 14, 2019
- November 4, 2019
- November 25, 2019

Spring 2020 –

- January 21, 2020
- February 17, 2020
- March 17, 2020
- April 7, 2020
- April 27, 2020



FRIENDS
UNIVERSITY

Office of Financial Aid

**Financial Aid
Satisfactory Academic Progress
Appeal Form
2019-2020**

We recommend that you submit your SAP appeal before the start of the semester for which you would like to receive financial aid. If a deadline falls on a weekend or a day that the campus is closed, the deadline will fall on the following business day. Appeals not turned in by the deadline date will be reviewed for the following semester. SAP Appeals are due by each deadline date. Please allow two weeks from the noted deadline for the appeal process to be reviewed. You will be notified within that timeframe whether your appeal has been approved, denied or a request for additional documentation. **Incomplete or late appeals may jeopardize the reviewing of your appeal in a timeframe that would allow your financial aid to disburse for the semester you plan to appeal. All documentation submitted is confidential.**

EXAMPLES of unusual circumstances follow, along with examples of appropriate documentation required to support and appeal (There may be other circumstances not listed below, if so, please provide supporting documentation that will justify the reason for your appeal.):

Circumstance(s)	Examples of Supporting Documentation
The student's own mental or physical illness, injury or disability	Obtain a letter from a licensed health care provider, on the health care provider's letterhead
Death of a family member or significant person in the student's life	Provide a copy of an obituary or death certificate
Illness, accident or injury of a significant person in the student's life	Provide documentation (e.g., physician's statement, police report or documentation from third-party professional, such as a hospital billing statement)
The student's own divorce or separation or the divorce or separation of the student's parent(s)	Provide an attorney's letter on law firm's letterhead, petition for dissolution or copy of the divorce decree
Personal circumstances other than the student's own mental or physical illness or injury or disability; issues with the student's spouse, family roommate, or other significant person in the student's life	Personal letter of explanation and any supporting documentation
Worked overtime hours	Provide paystub that shows overtime hours worked or a statement from your employer with an official letterhead
Employment changes	Provide documents to show loss of job or other changes in employment
Other	Requires supporting documentation



FRIENDS
UNIVERSITY

Office of Financial Aid

**Financial Aid
Satisfactory Academic Progress
Appeal Form
2019-2020**

Please explain your reason for appealing your suspension. Your appeal must include:

- 1) Why you failed to make Satisfactory Academic Progress (SAP)
- 2) What has changed that will allow you to make satisfactory academic progress
- 3) Supporting documentation is **REQUIRED** – please attach to appeal form
- 4) Your **SIGNATURE** is **REQUIRED** on the last page of this form

PLEASE PRINT your statement on the space provided below or **TYPE** your statement and attach it to this form. If your printed statement is illegible then we will notify you to type your statement and it will be reviewed on the next appeal deadline. Your signature/date will be required on all typed statements.



FRIENDS UNIVERSITY
Office of Financial Aid

Financial Aid
Satisfactory Academic Progress
Appeal Form
2019-2020

Multiple horizontal lines for writing the appeal.

Student's Signature: _____ Date: _____

Digital signature cannot be accepted.

If you have any questions, please call (316) 295-5200 or (800) 794-6945, ext. 5200. You may submit this form in person, fax (316) 295-5703 or mail. Please be sure and encrypt any email that contains personal identifiable information (PII). We are unable to accept PII that has not been encrypted.

If you purposely give false or misleading information, you may be fined \$20,000, sentenced to jail or both.