



**FRIENDS**  
**UNIVERSITY**  
 Office of Financial Aid

**Financial Aid**  
**Satisfactory Academic Progress**  
**Appeal Form**  
**2024-2025**

Student's Full Name: \_\_\_\_\_ Student ID: N00 \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Program/Major: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

Email: \_\_\_\_\_ @student.friends.edu

(Friends Financial Aid will only respond to your student 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. Include your Student ID on all documents. *Please check your student email for correspondence from our office.*

**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.

**\*\*You will be notified through your Friends University email of the results within two weeks of the stated deadline\*\***

**SAP Appeal Deadlines:**

Summer 2024 –

- May 28, 2024
- June 17, 2024
- July 8, 2024

Fall 2024 –

- August 12, 2024
- September 9, 2024
- October 7, 2024
- October 28, 2024
- November 18, 2024

Spring 2025 –

- January 6, 2025
- February 9, 2025
- March 9, 2025
- April 6, 2025
- April 20, 2025



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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. If you are only enrolled in a session within a semester i.e. Fall Session 1 or Fall Session 2 only, then you must submit your appeal two weeks prior to the session ending. SAP Appeals are due by each deadline date (or two weeks prior to the session ending if you are only enrolled in one session within a semester). Please allow two weeks from the stated 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 and supporting documentation are listed below:

Extenuating Circumstance(s)		Required Documentation (letters should be printed on a professional letterhead and signed/dated)
<i>Work Related</i>	➤ Required overtime or required schedule change	<ul style="list-style-type: none"> <li>Letter from employer including effective date(s) and whether the increase in hours was mandatory</li> </ul>
	➤ Reduced hours resulting in increased childcare need, layoff, job loss	<ul style="list-style-type: none"> <li>Letter from employer</li> <li>Termination/separation letter</li> </ul>
<i>Medical Condition</i>	➤ Serious illness or change in health status	<ul style="list-style-type: none"> <li>Letter stating doctor advised period of home rest</li> <li>Record of doctor appointments</li> <li>Letter stating doctor advised reduced course load</li> </ul>
	➤ Surgery/hospitalization	<ul style="list-style-type: none"> <li>Letter stating doctor advised period of recovery</li> <li>Record of doctor appointments</li> <li>Copies of medical bills documenting illness/injury</li> </ul>
	➤ Mental health issue	<ul style="list-style-type: none"> <li>Letter from doctor, therapist and/or counselor</li> </ul>
	➤ Dental emergency	<ul style="list-style-type: none"> <li>Record of dental office visit(s)</li> <li>Letter from dentist</li> <li>Letter from dentist advising period of recovery</li> </ul>
<i>Student's Child(ren)</i>	➤ Child's medical condition	<ul style="list-style-type: none"> <li>Records from daycare/school that child was required to be kept home (include in appeal the reasons for which alternative daycare was not available and what the specific plan would be if this occurred again in the future).</li> <li>Records from doctor appointments</li> <li>Letter from doctor advising period of recovery</li> </ul>
	➤ Daycare issue	<ul style="list-style-type: none"> <li>Letter from daycare provider</li> <li>Letter from new daycare provider</li> </ul>
<i>Other Circumstances</i>	➤ Death of a loved one	<ul style="list-style-type: none"> <li>Obituary</li> <li>Funeral Program</li> <li>Letter from counselor</li> </ul>
	➤ Eviction	<ul style="list-style-type: none"> <li>Eviction notice</li> <li>Letter from transitional housing program</li> </ul>
	➤ Assault/domestic violence	<ul style="list-style-type: none"> <li>Police report</li> <li>Court documentation</li> <li>Letter from clergy, social worker, counselor and/or doctor</li> </ul>
	➤ Other circumstances not listed	<ul style="list-style-type: none"> <li>Requires supporting documentation</li> </ul>



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**Check below for which term you are submitting this appeal.**

- ***If a semester (or if you are enrolled in only one session within a semester i.e. Fall Session 1 or Fall Session 2) has already ended and you did not appeal within the stated deadline for that semester (or if you did not appeal two weeks prior to the session ending if you are enrolled in only one session in a semester), then you will be ineligible to appeal for that specific semester.***
- ***If you are re-appealing, you cannot appeal for the same reason as your prior appeal.***

**Summer 2024**      **Fall 2024**      **Spring 2025**

**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.

1. **Explain why you failed to make Satisfactory Academic Progress (SAP). Please include dates and timeframes in your explanation.**

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2. Explain what has changed that will allow you to make Satisfactory Academic Progress (SAP) for the current semester and in the future. Your explanation must explain what has changed from the circumstances that happened in question #1 that will allow you to make SAP. Below are some examples listed:

*Example 1) My job has reduced my work hours and I am now working less hours which is at least 10-15 hours/week. This will now allow me time to focus on my homework assignments.*

*Example 2) I am meeting with the Academic Resource Center twice a week for tutoring.*

*(Please **DO NOT** discuss your need for financial aid in your appeal, as that is not a valid reason)*

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**Please checkmark the following:**

- I have included my statement explaining why I failed to make SAP.
- I have included my statement about what has changed that will allow me to make SAP in the future.
- I have provided supporting documentation to demonstrate my reason for appealing my suspension.  
***If there is no supporting documentation to support your appeal, then your appeal will automatically be denied.***

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Typed signatures cannot be accepted.***

If you have any questions, please call (316) 295-5100. 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.