

**Financial Aid Satisfactory
Academic Progress (SAP)
Appeal Form**



Please return this form to:
Financial Aid and Scholarships
Texas State University
601 University Drive, JCK 240
San Marcos, TX 78666-4684
or

Document Upload: www.finaid.txstate.edu/upload

Last Name

First Name

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Texas State ID

I am currently meeting SAP on my own and understand I need to fully complete page 2 of this form.

OR

I am not meeting SAP and appealing for (please circle all that apply): **Financial Aid TEXAS Grant Top 10%**

Please provide your planned enrollment information for the next four semesters of attendance. The first semester you indicate should be the semester for which you are seeking the reinstatement of aid.

Planned Enrollment					
	Example	Semester 1	Semester 2	Semester 3	Semester 4
Semester	Fall 2021				
Enrolled Hours	12				

Per federal regulations, if you are not making satisfactory academic progress, you may appeal to Financial Aid and Scholarships, if you have special or extenuating circumstances.

Specifically, you must provide:

- A written description of the extenuating circumstance(s) - *which must have occurred during the periods of poor academic performance*
- An explanation of why the circumstance prevented you from making SAP
- Supporting documentation for each extenuating circumstance cited
- Specific explanation of what has changed in your situation that will allow you to meet the SAP requirements now
- Supporting documentation of the change in your situation

In reviewing appeals, we evaluate your entire academic history, not just the most recent semester or year. You should review your transcript to identify and address all semesters (at any school) of poor academic performance (i.e., withdrawals, dropped courses and poor grades) and provide as much documentation of extenuating circumstances as possible. **Appeals submitted without supporting documentation may be denied.**

Common examples of special circumstances are:

- Illness, injury or accident experienced by you or someone significant in your life.
 - **Documentation:** physician's statement, police report or other documentation from a professional third party who can confirm the incident(s).
- Death of a significant person in your life.
 - **Documentation:** Copy of obituary or death certificate.
- Divorce or other personal situations with spouse, family or roommates that may affect academics.
 - **Documentation:** Attorney's letter, divorce decree, restraining order, police report, letter from professional counselor or other correspondence with professionals involved in the situation.
- Employment issues that may have affected academics.
 - **Documentation:** statement from employer of change in employment/hours/shifts or payroll statements that can confirm change.
- Previously undiagnosed medical condition that affected academics.
 - **Documentation:** Medical professional's letter or letter from Office of Disability Services.

Note: For courses under academic bankruptcy/amnesty, a written description and supporting documentation must also be provided.

Please explain the special circumstance(s) that prevented you from meeting the criteria for SAP. **Provide supporting documentation for each circumstance cited.** If you need more space, please attach additional narrative to this form. It is encouraged that your statement be brief.

Please explain how the circumstance(s) have been resolved/remedied and will no longer hinder future academic success. **Provide supporting documentation for each circumstance cited.**

For details about SAP and the appeal process, visit www.financialaid.txtste.edu. Then from the Undergraduate Aid or Graduate Aid dropdown menu, click *Maintain My Eligibility*.

I understand that if all the information requested above is not supplied, my request will be considered incomplete and will be denied. I understand that if my appeal is denied, I will be responsible for any outstanding charges on my account.

Student's Signature

Date

With few exceptions, state law gives you the right to request, receive, review and correct information collected on this form. Texas State University is a member of The Texas State University System.

- Upon review, additional documentation may be required.
- All corrections must be initialed and dated (MM/DD/YY).
- Forms with whiteout will not be accepted.

Date Received