

SAP Appeal Request

Students who wish to appeal the “Satisfactory Academic Progress” must submit a letter in writing to the Financial Aid Office. The SAP Appeals Committee considers appeals based on a variety of extenuating circumstances (e.g., personal illness or injury, death of an immediate family member, or other unusual circumstances). The SAP Appeals Committee generally meets once a month; appeal meeting dates are posted in the Financial Aid Office or on our website at <http://www.bluegrass.kctcs.edu/sa/financialaid/>. Your appeal must be submitted to the Financial Aid Office by **5:00 p.m.** the day prior to meeting date in order for the committee to review your appeal. The decision of the SAP Appeals Committee will be mailed to you within two business days of the meeting.

Name: _____

Last

First

MI

EMPLID: _____ SSN: _____

Current Address: _____

City

State

Zip

Phone

Program/Major: _____ Anticipated Graduation Date: _____

Term you are appealing to receive aid : Fall 20 _____ Spring 20 _____ Summer 20 _____

REASON FOR APPEAL

Circumstance: Check appropriate circumstance(s)

Required Documentation

- Personal Illness or Injury - A written statement from you and a written statement from your physician or attending professional citing your illness or injury and its probable effect upon your academic performance.
Include date of onset and length of time of your illness or injury.
- Death of Immediate Family Member - A written statement from you and either an obituary, death certificate, or letter from a professional (lawyer, doctor, minister) which states the **date of the death** and the individual’s relationship to you.
- Other Unusual Circumstance - A written statement from you and written documentation supporting your circumstances from a tutor, professor and/or professional who is familiar with your circumstances.
Documentation must state the date(s) during which these circumstances occurred and their probable effect on your academic performance.

PLEASE NOTE:

- Financial Aid cannot pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Student may receive funding for remedial course work up to a maximum of 30 attempted credits (per Federal regulations).
- The number of courses you take may be limited.
- The KCTCS Financial Aid Degree Audit form must be completed, signed and dated by you and your advisor, and **MUST** accompany ALL SAP Appeal Requests for Maximum Time Frame (MTF) – (150% Rule).