Financial Aid Appeal Instructions

Satisfactory Academic Progress (SAP)

GUIDELINES FOR APPEAL:

1. Your appeal letter must be TYPED or neatly printed.

2. Your letter must address and describe in detail the extenuating circumstances that contributed to your unsatisfactory status.

   **Based on federal guidelines, the extenuating circumstances may include:

   - Hospitalization
   - Personal Injury or Illness
   - Death of family member or
   - Other circumstance (#of hours employed)

3. You must explain how the extenuating circumstances have been resolved. Include steps you will take or have taken that will help you succeed in the next term.

4. Attach to your appeal request the documentation which supports your appeal (e.g. medical claims/statements; police reports; death certificate/obituary; notarized letter from third-party; or other documentation illustrating commitments outside of school such as pay stubs, letter from employer, etc.).

   Appeals will NOT be heard in person, so take your time in composing this letter as it is your only opportunity to describe the extenuating circumstances that prevented you from meeting the Financial Aid Standards of Satisfactory Academic Progress (SAP).

- A signed Appeal Request Form
- Your typed letter of appeal
- Your supporting documentation

Your documents must be submitted to the Financial Aid Committee FAS@PCCC.EDU by the established deadline of:

August 15, 2020

***Please note that notification regarding the decision of your appeal will be sent to your PCCC Student email.