

# Satisfactory Academic Progress (SAP) Appeal

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_ Phone # \_\_\_\_\_

MTECH is required to monitor whether a student is maintaining Satisfactory Academic Progress (SAP) in his/her program of study in order to comply with federal regulations. Students who have been denied financial aid because they have not met the requirements of the Satisfactory Academic Progress Policy are offered the opportunity to complete the MTECH Financial Aid appeal process to be considered for an exemption from the policy. In some cases, a student's failure to be in compliance with SAP is due to events beyond the student's control. If such mitigating circumstances can be well documented for the specific payment period(s) in which the deficiency occurred, the student may complete the appeal process. **Note: Completion of this process does not guarantee that your financial aid eligibility will be reinstated. You are responsible for payment of your tuition regardless of your financial aid status. It is also your responsibility to meet the 45 day appeal submission timeframe.**

## SAP Appeal Process Instructions:

1. In order to appeal any decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Policy **no later than 45 days after receipt of our notification**. Your appeal **must** include the following items to be considered complete (incomplete appeals will not be considered):

- a. This appeal form signed and initialed.
- b. Create an Academic Plan with the college counselor (please include a minimum of one payment period beginning with the current payment period).
- c. A **detailed**, signed personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for financial aid (statement should be typed and attached to this form). **It is assumed by the Financial Aid Appeal Committee that any student filing an appeal is doing so based upon the need for financial aid. Therefore, don't include your need for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid.**

**This statement should include:**

1. The date(s) the circumstance occurred (i.e., one time, on-going, length),
2. how this circumstance affected you personally,
3. steps you have taken to resolve your circumstances; and
4. An explanation of your ability to remain in school and to successfully complete your program.

- d. A payment period of 67% progress – OR-
- e. Documentation from an impartial third party (not a family member, friend, or roommate). **Note: Examples of third party documentation include physician, counselor, lawyer, social worker, teacher, religious leader, employer, death certificate, divorce decree, etc.**

**Documentation:**

1. must include the name of the person providing the statement and their relationship to the student
2. must support the claims made in your detailed personal statement,
3. should confirm your ability to return to school and be successful; and
4. must be signed and notarized or on letterhead.

2. Complete an electronic submission on the MTECH financial aid student portal. Once all documentation is uploaded through the student portal, in the SAP Appeal area provided, **a decision and notification will be provided within 15 days** from the receipt of all required documentation. If you are unable to provide your submission electronically a financial aid representative will assist you with the process.

**Student Certification: I am requesting aid for the following payment period (please select only one):**

- PP1     PP2     PP3     PP4     PP5

**Read the following information carefully. Initial and sign below. Your initials and signature on the form certify that you have read and understand all the information.**

Initials	Statement
	If this appeal is approved, I understand I will not receive aid until I have completed SAP counseling. I understand I must complete an individual SAP counseling session with the College Counselor which will address my specific situation.
	It is my responsibility to check the status of my financial aid often through a Financial Aid Advisor. <b>The status of my appeal will be updated on the FA Student Portal within 15 days after my electronic submission is received.</b>
	<b>I am responsible for paying my tuition in full and on time, regardless of financial aid or the status of this appeal form.</b> I understand failure to pay my tuition and/or fees may result in additional fees as well as my program courses being dropped. I am responsible for any late fees or charges I incur as a result of not paying my tuition in full or on time. I am also responsible for getting my eligibility reinstated.
	I understand if this appeal is approved, I will be expected to make academic progress in the payment period for which my appeal has been approved by having met a cumulative 70% progress at cumulative maximum of 1.5 times the program length during the payment period. OR, have met the provision outlined in the established Academic Plan.
	<b>I understand it is unlikely that I will have multiple appeals approved during my academic career at MTECH regardless of extenuating circumstances. I understand it is my responsibility to meet all the SAP standards each payment period.</b>

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_