



Financial Aid Satisfactory Academic Progress (SAP) Appeal Form

The federal government mandates that students make Satisfactory Academic Progress (SAP) toward a degree or certificate in order to maintain financial aid eligibility. Please complete ALL steps outlined on this form to appeal your financial aid ineligibility.

Appeals must be submitted to the Financial Aid Office no later than 30 days after the semester the student is requesting aid be reinstated. Late or incomplete appeals will not be accepted and/or reviewed by the Appeals Committee. Once a decision has been reached on your Appeal you will be notified by the Financial Aid Office via your NNMC email account.

A. Student's Information

Last Name	First Name	M.I.	Eagle ID
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B. Indicate Why You Need to Appeal

Financial aid ineligibility can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the following criteria described below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. ALL appeals must be submitted with supporting documentation. Examples of acceptable documentation are listed below. The documentation should be attached to the appeal at the time the appeal form is submitted.

Check the circumstances that apply. Required documentation must include dates.

- Severe illness, medical condition or injury
- Signed and dated letter from the physician, on office letterhead, verifying medical problems experienced and treatment was received
 - Legible copy of accident report
- Death of family member
- Death certificate and/or dated obituary from newspaper which list student as a relative
- Traumatic event (including life altering events such as fire or natural disaster)
- Appropriate documentation which will verify situation

C. Written Statement - You must write a response to the question below. Be sure to address each part.

Explain the circumstances that prevented you from maintaining satisfactory academic progress and the reasons for the basis of this appeal. You need to state: (1) What the circumstance was; (2) When did the circumstance occur; (3) How long did the circumstance last; (4) How did this affect your ability to complete your coursework; (5) The steps taken to ensure that the minimum standards will be met at the next evaluation.

To ensure your appeal is given full consideration, we recommend that you be as detailed as possible and that you have your response reviewed for grammar, spelling and proper sentence structure before you submit it to the Financial Aid Appeals Committee.

D. Students commitment to academic improvement

In order for the appeal to be considered, students must provide a plan on how they will be successful:

List the classes you intend to take in next term along with your plan to successfully complete each class such as for example attending tutoring, peer counselling, instructor check-ins, or meeting with a professional counselor. Please note that simply stating your will try or study harder is not acceptable, you must have a proactive plan in which you will achieve a successful semester.

Course Name and #	Action Plan

E. Student Certification

I certify that the information provided on this appeal request form has been written and provided by me, the student, and is accurate and complete.

I understand that by submitting this appeal approval is NOT guaranteed and that all decisions are final.

I understand I need to make payment arrangements with the Business office that would satisfy my debt in full while awaiting decision on my appeal.

It is my responsibility to read and understand NNMCC’s SAP policy, as well as to check my NNMCC email account for updates and additional requests regarding my appeal.

If my appeal is accepted, I understand that I must abide by the AIP I submitted above or have financial aid suspended.

Student’s Signature

Date