

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

It has been determined that you are not making Satisfactory Academic Progress (SAP) toward your degree according to Atlanta Metropolitan College's SAP policy which is dictated by the federal regulations that govern the financial aid programs, grants and loans.

Regulations allow the Financial Aid Office to extend eligibility to students who fail to meet the minimum standards if the student can document mitigating circumstances that resulted in performing below the published standards.

**You must submit documentation to support your statements.**

**Examples of circumstances that are not mitigating: working, couldn't afford to purchase books, was not prepared for classes, and not having financial aid processed.**

**A mitigating circumstance is something that happens which is beyond your control. Examples of mitigating circumstances are: death in the family, medical condition, loss of job, and other unusual circumstances that happened while in attendance at Atlanta Metropolitan College.**

Performance in previous semesters are also reviewed therefore you should address all semesters in which you were affected by the mitigating circumstance.

Name: \_\_\_\_\_ AMC ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Indicate the semester you are planning to enroll:**

Fall \_\_\_ Spring \_\_\_ Summer \_\_\_

**Please attach a separate sheet (TYPE) and documentation for the following:**

1. What were the mitigating circumstances that occurred?
2. What actions have been taken to change and/or improve the circumstances?

**I understand if this appeal is approved, I must pass all future classes that I enroll in with a C grade or better for each semester. Grades of D, W, I, IP, and F will cause me to loose my financial aid eligibility and my financial aid will not be reinstated.**

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

**Note: Appeals take approximately 7 business days to be processed. You will be notified in writing.**