



SUNY Orange
Office of Financial Aid
115 South Street
Middletown, NY 10940
(845)-341-4190

Office use only
T4A / SAA/ APTS
1st Appeal
2nd Appeal

2010-2011
Satisfactory Academic Progress Appeal Form

Name: _____ **Phone:** _____ **Student ID:** A

Address: _____ **City/State/Zip** _____

All Students receiving financial aid from SUNY Orange must abide by the Federal and State's Satisfactory Academic Progress (SAP) standards for financial aid. Students who do not meet these standards lose their financial aid eligibility. To appeal your SAP status, you must submit this form along with any required documentation as outlined below, detailing the extenuating circumstances that contributed to your not meeting the SAP standards. **Submitting an appeal does not guarantee approval to reinstate your eligibility for receiving financial aid.** The decision of the Appeals Committee is final.

Deadlines: Appeals should be submitted by **June 15th** for Summer 2010, **July 1st** for Fall 2010 and **December 1st** for Spring 2011 to ensure that Financial Aid funds which you may be eligible for are in your account before the payment-due date.

If an appeal is submitted after the deadline date you will need to make arrangements for alternative means of payment until your Financial Aid can be processed, using your own funds or participating in the Tuition Payment Plan.

Appeals will **NOT** be accepted after **September 21**, for the Fall 2010 semester, and **February 8**, for the Spring 2011 semester.

In order for an appeal to be reviewed by the committee, the student's circumstances must meet one of the following criteria

	Circumstances	Required documentation (must include dates)
1	Severe illness, medical condition or injury	Physician's letter, hospitalization records, Plan of Study
2	Death of immediate family member	Death certificate and/or obituary, Plan of Study
3	Traumatic life-altering event	Evidence of event, Plan of Study
4	Exceeding total attempted hours allowed due to change of major (Applies to Federal Appeal Only).	Copy of Focus results taken in Career Services, Plan of Study.

In addition to providing the above required documentation, you must submit a letter outlining the details of your circumstance.

All documentation must be attached when the appeal is submitted.

Please Check: ☐ **Federal Appeal** ☐ **State Appeal**

I understand the requirements for submitting my appeal and hereby request that my case be considered for review. I understand the Financial Aid Appeals Committee may either; *deny, approve, or approve with conditions.* I also understand that the decision of the Financial Aid Appeals Committee is FINAL.

Signature: _____ **Date:** _____

SUNY Orange
Office of Financial Aid
Plan of Study

Name: _____

ID#: _____

Degree: _____

Expected Graduation Date _____

Academic Advisor: In order for this student's appeal to be finalized through the Financial Aid Office a **Plan of Study** needs to be completed. Indicate all remaining semesters and courses required for the student to graduate. Please complete this form while advising the student. The student will submit with his/her appeal.

Fall 20 ____

Spring 20 ____

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Summer 20 ____

Fall 20 ____

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Spring 20 ____

Summer 20 ____

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Students Signature

Advisors Signature