



**SATISFACTORY ACADEMIC PROGRESS
APPEAL 2021-2022**

CF ID No.: _____

Legal Name: _____
Last First Middle (complete) Jr., etc.

Mailing Address: _____
Street/P.O. Box City State Zip Code

Telephone: _____ **Email:** _____ @patriots.cf.edu

If you have lost Federal Financial Aid eligibility at College of Central Florida as a result of not making Satisfactory Academic Progress according to the requirements of the U.S. Department of Education, you have the option to submit an appeal to the college to demonstrate that the failure to make satisfactory academic progress was due to extenuating circumstances beyond your control AND that these circumstances have been resolved.

Reason for Appeal: (Mark all that apply) GPA Pace of Completion Rate (67%) Maximum Time Frame (150%)

Deadlines To Have Your Appeal Considered: Select the semester/term that applies to your appeal and educational plan.

Select One	Semester/Term You are Appealing for Financial Aid	DEADLINE to Submit
<input type="checkbox"/>	Fall 2021	Fall – Dec. 3, 2021
<input type="checkbox"/>	Spring 2022	Spring – April 22, 2022
<input type="checkbox"/>	Summer 2022	Summer – July 28, 2022

Acknowledgements: Read and initial your understanding next to the following statements.

- I understand that I will be able to view my appeal decision on MyCF portal and that all decisions are final with no re-appeals for this term.

_____ Initial
- I understand that failure to provide documentation will result in denial of my appeal. I cannot submit additional documentation after my submission. Note: Statements from relatives will not be sufficient to support your appeal without additional documentation.

_____ Initial
- I understand that it is my responsibility, if my appeal is approved, to complete 100% of all attempted courses. No Withdrawals, Incompletes, or F grades are permitted.

_____ Initial
- I understand that I may not change my program of study or fail to meet conditions of my approved appeal. Doing any of these may result in loss of financial aid eligibility.

_____ Initial
- I understand that if I do not successfully complete my probationary period, any future appeals will require different documentable extenuating circumstances to be considered.

_____ Initial
- I understand that, if denied, I must regain good academic standing using my own resources and will not be able to re-appeal the next term without different, documentable extenuating circumstances.

_____ Initial
- I understand that, if denied, it is because I did not meet the requirements established by the Department of Education for an appeal to be approved and that all decisions made on appeals are final.

_____ Initial
- I understand that while my appeal is pending, and regardless of the outcome, I AM PERSONALLY RESPONSIBLE FOR MEETING ALL PAYMENT DEADLINES.

_____ Initial

Student Name: _____

CF ID No.: _____

Required Steps to Create Your Appeal Packet:

Type and sign a personal statement.

I understand that **I must type and sign a personal statement** on a separate sheet of paper that clearly addresses each of the following points:

- Explain the Extenuating Circumstances contributing to your inability to maintain Satisfactory Academic Progress. Your statement must address **ALL** unsuccessful courses over the course of my college academic history.
- Explain how these extenuating circumstances have changed and will no longer prevent you from progressing academically and provide documentation. For example, if you have had a medical issue, you must provide documentation that the issue is resolved and will not affect your success in the future.
- Explain the reasons for taking ANY courses that are not required in your current program of study and how this has prevented you from graduating within the maximum number of credits (timeframe) allowed for your current program of study.

Login to studentaid.gov/ and complete the following:

- My current total loan debt on NSLDS is \$ _____ .
- My current lifetime Pell Grant usage is _____ out of 600%.

If you would like assistance developing an academic program plan, schedule an appointment with your Academic Advisor.

_____ I understand that I may only register in coursework that is **required** for my indicated program of study.
Initial

_____ I need _____ credits/clock hours to complete my program of study in _____
Initial

My anticipated graduation date is: _____
Month/Year

Signatures:

I certify that all information submitted in this appeal is true and accurate. I understand that all documentation is subject to verification by the Financial Aid Office. In cases where submitted documentation is forged, tampered with or otherwise fraudulent, I may face criminal and/or disciplinary actions in accordance with federal and state laws and/or college policy, as defined in the Student Conduct Code.

_____ Initial

I authorize my healthcare provider(s) or any other organization, if applicable, to verify the authenticity of all healthcare-related documents and other non-healthcare documents that I have included in the completed appeal packet.

_____ Initial

Student Signature: _____

Date: _____
MM/DD/YY

Office Use Only:

Approved

Denied

Pending More Information

Notes: _____

Signature: _____

Date: _____
MM/DD/YY

Instructions for Submitting Your SAP Appeal:

1. Read all instructions.
2. Fill out the form completely and sign and date the appeal.
3. On a separate sheet of paper, type a statement explaining the extenuating circumstances that prevented you from achieving Satisfactory Academic Progress. Extenuating Circumstances are limited to:
 - Documented student injury or illness which is an emergency or is severe in nature over an extended period of time.
 - Death of an immediate relative (parent, sibling, child) of the student.
 - Involuntary call to active military duty.
 - Other mitigating circumstances that are not every day occurrences of life and beyond your control (lack of transportation, lack of childcare, pregnancies, divorce, evictions, job loss and financial stress are not considered mitigating circumstances and may not be sufficient within itself.)Your typed statement must include a description of the extenuating circumstances indicating dates and time periods involved, as well as the impact on your academic performance. Also include in your statement an explanation of what has changed or is changing to allow you to meet Satisfactory Academic Progress.
4. The following items must be submitted as part of the appeal. Appeals submitted without all required documentation **will be regarded as incomplete and denied**.
 - a. Typed statement with detailed explanation of extenuating circumstances of why you did not meet Satisfactory Academic Progress Standards (see above).
 - b. Documentation of extenuating circumstances – Failure to corroborate your circumstance will result in your appeal being denied for lack of documentation. Acceptable documentation includes, but is not limited to:
 - Death certificates/obituary, letters from doctors, counselors, advisors, etc.
 - Written statements from professionals must reference your name, diagnosis, dates of treatment and length that situation has or was occurring.
 - Include any third-party person statements on company letterhead (e.g. clergy, employers, medical professionals, etc.) who can verify your extenuating circumstances.
 - Report of incidents, accident reports, police reports, insurance damage reports, and bill(s) for services related to emergency.
 - c. Documentation that the issue has been resolved and will no longer affect your ability to do well in school.
5. Submit the completed appeal with all supporting documentation to the College of Central Florida, Office of Financial Aid and Veteran Affairs, Bryant Student Union, Room 106, 3001 S.W. College Road, Ocala, FL 34474-4415. Appeals can also be faxed to 352-873-5875 or emailed to askfinancialaid@cf.edu.

Please note:

You will be notified of the outcome of your appeal on your MyCF portal. You will be responsible for any charges assessed to your account while you are waiting for a decision.

For more information about the College of Central Florida's Satisfactory Academic Progress Policy requirements please see www.CF.edu.