



# KCTCS APPEAL SAP REQUEST

- Fall 20\_\_
- Spring 20\_\_
- Summer 20\_\_

(Part-1)

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Date: \_\_\_\_\_

EMPLID: \_\_\_\_\_ or SSN: \_\_\_\_\_ Program or Study: \_\_\_\_\_

(Either an **EmplID** or **Social Security Number** **MUST** be furnished before this SAP Appeal Request can be processed)

You are no longer eligible to receive Title IV financial aid (grants, work-study, loans) due to not maintaining **Satisfactory Academic Progress (SAP)**. Students who have and can document unusual circumstances that were a factor in not making **SAP** have the right to appeal the loss of their financial aid. The three basic appeals for the student are: **Maximum Time Frame or 150% Rule (MTF)**, **Qualitative Percentage Status or 67% Rule (QPS)**, and **Grade Point Average (GPA)**.

- The **Maximum Time Frame or 150% Rule (MTF)** appeal also **REQUIRES** the completion and submission of a **KCTCS Financial Aid Degree Audit** form. The student is responsible for submitting the **KCTCS Financial Aid Degree Audit** form with this **KCTCS APPEAL SAP REQUEST** form. The **MTF** SAP appeal status may be determined by the student’s home campus FA Director or be sent to the SAP Appeals Committee for final decision. *(This is the college’s option as established by their local published SAP Policies/Procedures/Practices.)*
- The **Qualitative Percentage Status or 67% Rule (QPS)** appeal will go to the SAP Appeal Committee. The decision of the SAP Appeal Committee is final and cannot be further appealed.
- The **Grade Point Average (GPA) appeal** will go to the SAP Appeals Committee. The decision of the SAP Appeal Committee is final and cannot be further appealed.

**Step 1** Complete your financial aid file. We cannot process appeals without a completed financial aid file.

**Step 2** Complete and submit this **Appeal Request**. In the space provided on Part-2 of this form, **PRINT** a **BRIEF** statement describing why you have not met Satisfactory Academic Progress. Base your reason on an extraordinary circumstance such as those listed below. Include appropriate documentation, medical or otherwise, to justify your request. Optionally, you may also provide letters of support.

- Student’s injury or major illness.
- Divorce of dependent student’s parent or independent student’s divorce
- Death of parent or independent student’s spouse or independent student’s child.
- Serious illness of a spouse, parent, or child for whom student is the primary caregiver.
- Other extraordinary circumstance to be explained by student.

**Step 3** You will be notified in writing, by e-mail and/or in person when the SAP Appeal Committee’s decision and/or Recommendations are returned to the Financial Aid Office.

**PLEASE NOTE:**

- Financial Aid cannot pay for courses taken by audit, credit hours earned by placement tests or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Student may receive funding for remedial course work up to a maximum of 30 attempted credits (Federal regulations).
- The number of courses you take may be limited.
- The **KCTCS Financial Aid Degree Audit** form, completed, signed and dated by you and your advisor, **MUST** also accompany ALL SAP Appeal Requests for **Maximum Time Frame (MTF) – (150% Rule)**

**During the appeal process, you must pay your own expenses such as tuition, fees, books, supplies, etc. on or before all published deadlines or your classes will be cancelled. The Office of Financial Aid will not guarantee tuition nor authorize any other charges pending an appeal outcome.**

**Statement:** I am formally requesting that my financial aid be reinstated for the upcoming term due to my not meeting **Satisfactory Academic Progress**. I understand that I must follow this plan unless courses have closed; that I will provide the committee with an updated schedule; and that I may be required to resubmit an updated academic plan upon request.

<b>Student Signature:</b> _____	<b>Date:</b> _____
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KCTCS  
**APPEAL SAP REQUEST**  
 (Part-2)

**Note:** Accompanying statements or documentation may be attached to this form, if required.

**Appeal Request Statement**

*I have not met Satisfactory Academic progress because:*

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OFFICIAL USE ONLY                      BELOW SECTIONS ARE FOR SCHOOL USE ONLY                      OFFICIAL USE ONLY

Satisfactory Academic Progress Appeal Committee – Please review and evaluate this information and submit your findings and recommendation to the Financial Aid Office as soon as possible.	
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Financial Aid Director/Administrator/Coordinator Signature: _____	Date submitted to Committee: _____
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SAP Appeal Committee Members:	Approved or Declined	Date:	Comment/Recommendation:

<b>Collective Comments or Recommendations from SAP Appeal Committee</b>
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