



FINANCIAL AID OFFICE
2025-2026 Request for SAP Appeal

Financial aid recipients must meet Satisfactory Academic Progress (SAP) standards in order to maintain financial aid eligibility. A student is considered to be making SAP when the following three conditions are met: minimum 2.0 GPA, minimum 67% completion rate, and completion of program of study within the 150% maximum time frame.

Name: _____ HCC ID # or SSN (last 4 digits): _____

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Email: _____ Date of Birth: _____

1. Reason for Appeal:

- My cumulative GPA is below 2.0
My completion rate is below 67%
I have exceeded the 150% maximum time frame.

2. Is this your first SAP Appeal?

- Yes
No, my last appeal was submitted
(indicate term & year)

3. Indicate the mitigating circumstance that best describes your situation and attach the required documentation:

- LOSS OR CHANGE OF EMPLOYMENT (student, parent of dependent student, or spouse of independent student) WHICH PREVENTED CLASS PARTICIPATION
INJURY OR ILLNESS OF STUDENT OR IMMEDIATE FAMILY MEMBER WHICH PREVENTED CLASS PARTICIPATION
DEATH OF IMMEDIATE FAMILY MEMBER
EXCEEDED MAXIMUM TIME FRAME DUE TO PREVIOUSLY COMPLETED PROGRAM OR MORE THAN 30 REMEDIAL CREDIT HOURS
OTHER- Briefly describe the extraordinary event that prevented SAP compliance (to be more fully explained on page 2):

An appeal is permitted only for situations listed above that are beyond the student's control. Reasons which are not considered suitable justification for an appeal:

- Student was young, attended in high school, did not take school seriously, etc.
Student changed majors multiple times because he/she did not know what he/she wanted to do.
Student did not realize that withdrawals would adversely affect financial aid eligibility.
Student not able to successfully complete classes due to other obligations.



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4. Explain the circumstance(s) that prevented you from maintaining SAP:

If more space is needed, attach a separate page with your name and HCC ID number at the top.

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5. Explain what has changed that you are now able to maintain SAP:

If more space is needed, attach a separate page with your name and HCC ID number at the top.

Print Student Name

HCC ID # or SSN (last 4 digits)



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6. CERTIFICATION & SIGNATURE:

With my signature, I certify the following:

- I have completed a 2025-2026 FAFSA and any steps as outlined by the FAO.
I am submitting a complete SAP Appeal Form and required documentation as outlined on page 1.
I understand that my appeal will not be reviewed if incomplete.
I understand that I will be notified of the status of my appeal in writing within two weeks of submission.
I have read HCC's Institutional Satisfactory Academic Progress Policy at www.haywood.edu/financial-aid/maintaining-eligibility-for-financial-aid

I certify that the information provided on this form and in the accompanying documentation is complete and correct. I agree, if requested, to provide additional documentation to support the information herein.

Print Student Name HCC ID # or SSN (last 4 digits)
Student Signature Date

WARNING! If you purposely give false or misleading information, you may be fined, imprisoned, or both.

For FAO Use Only:
Date Received: Reviewed By:
Appeal Decision: Approved Denied
Terms of Appeal: Reason Appeal Denied:
Other:
Notes: