

Financial Aid SAP Appeal Example Letter

Date

Financial Aid Appeal Committee
Reynolds Community College
Office of Financial Aid

Dear Committee:

Paragraph #1

This letter is to appeal to the Financial Aid Appeal Committee so I may continue receiving Federal Financial Aid at Reynolds Community College. The reason(s) I have not met Satisfactory Academic Progress is...

- ✓ Explain in detail any extenuating circumstance(s) that contributed to your current academic standing.
- ✓ Provide documentation supporting your extenuating circumstance if possible (medical records, funeral announcement, etc.).

Paragraph #2

Explain how circumstances have changed and will allow you to perform at a satisfactory level.

- ✓ Changes you have identified as beneficial in any of the following areas: academics, campus activities, family, social, work, etc.
- ✓ Explain the tools you will use (ex: tutoring, workshops, etc.).

Paragraph #3

Conclude with reiterating why the committee should consider your appeal, and explain a specific action plan that you will follow to attain academic success. Use specific examples.

- ✓ What are your goals for the next semester and how will you achieve them?

Sincerely,

Student Name
Student Number
Student Address
Student Phone Number