



Financial Aid Services

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Valencia Community College

Priority Deadlines:	
SUMMER 2009	May 11, 2009
FALL 2009	August 20, 2009
SPRING 2010	January 6, 2010
SUMMER 2010	May 5, 2010

Name _____ Valencia ID# or Social Security # _____

Atlas e-mail _____ Daytime Phone # _____

Degree or certificate you are currently seeking at Valencia _____

Please check the term you are requesting an Appeal: Fall Spring Summer

Understanding about Fee Payment:

- If you had financial aid deferring the payment of your tuition and fees at the time your suspension was posted, your tuition and fees will continue to be deferred until a decision is made on your appeal.
- If you **did not** have financial aid at the time your suspension was posted, you will either need to pay your tuition and fee bill or enroll in Valencia's Tuition Installment Plan (TIP).
- If you register for classes, you **must** attend them in order to be considered eligible for financial aid.
- If your appeal is denied and you have unpaid tuition and fees, you must contact the Business Office.
- Due to the large volume of appeals submitted, it may take several weeks for all appeals to be reviewed. Once a decision on your appeal has been made, you will be contacted within 24 hours **through your Atlas e-mail.**

There are three required attachments. Failure to include these items will result in an automatic denial.

- A Detailed letter of Explanation.** Please make sure to address all terms where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved. **For more than 150% of program hours attempted:** Describe your goals at Valencia, explain why you have not met graduation requirements yet, and provide any documentation available to support your reasons. What actions have you taken to make sure you graduate in the near future?
- Proof** that the event you describe occurred. (For example: Copies of medical bills, letter from doctor, police report)
- An Educational Plan** showing the courses you must take to graduate from Valencia with your declared major. (This can be found on Atlas under the My LifeMap tab.) For assistance, please visit the Atlas Access Lab or an Academic Advisor on your campus.

CERTIFICATION STATEMENT: I certify the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documentation explaining why I could not complete my classes and what will be different about the upcoming semester. I understand that I will be notified of the final decision **through my Atlas e-mail.**

Student Signature

Date

FOR STAFF USE ONLY:

- Approved HRSAPL (FA_HOURS_APEAL) OVRD (FA_OVRD)
 Denied (FA_APEAL_DENY) Incomplete (FA_NO_ACTION)

STAFF USE ONLY: APPLXX

COMMENTS: _____

Appeal Expires _____ Appeal Committee INT _____ Date _____

DETAILED INSTRUCTION ON REVERSE SIDE

DETAILED INSTRUCTIONS (SAP APPEAL)

You have the right to appeal financial aid suspension if you have mitigating circumstances. A description of Valencia's Satisfactory Academic Progress policy can be found in the Valencia Catalog under Student Financial Aid. The Valencia on-line catalog is the official latest version of the policy.

A financial aid committee will review your appeal and you will be notified of the appeal decision in writing. You must submit documentation to show why your academic record was affected by mitigating circumstances beyond your control and that you have taken necessary steps to prevent a reoccurrence. **The decision of the committee will be final and may not be further appealed.**

If your appeal is approved, you will be placed on one of the following statuses FOR ONE TERM. During this time you are allowed to receive financial aid and your status will be monitored every term following your reinstatement. Your appeal status will be found in your Atlas account under Financial Aid Eligibility.

Appeal of Hours Approved: This means your total hours attempted exceeds 150% of your degree program and you will be expected to complete 100% of your attempted credits with a "C" grade or better. Your progress towards your degree completion will be monitored on a term by term basis. You must also follow the education plan you submitted and graduate as planned. This status will expire as of the graduation date provided in your education plan. If at any time you do not meet these reinstatement criteria, your status will be returned to **suspended**.

Probation- Appeal Decision: This means your academic record falls below the minimums and your status will be monitored on a term by term basis. You must successfully complete 67% of your attempted credits with a "C" grade or better each term to remain on probation status. If at any time you do not meet these reinstatement criteria, your status will be returned to **suspended**.

Because action is required on your part while on appeal, you should meet with an Academic Advisor to discuss the resources Valencia has available to help you meet the requirements.

If your appeal is denied, you will not be eligible for financial aid until you have improved your progress and are meeting the requirements of the Satisfactory Academic Progress policy.

Instructions:

1. **Please take time to carefully prepare your appeal. Your future financial aid depends on these documents.** Focus on the events that occurred and how they caused your progress to be affected. Consider your entire academic history. Recognize that you did not go on suspension because of one class or even one term's grades. Explain unavoidable events and how they affected you rather than offering excuses or promises to do better in the future. If your appeal is due to excessive attempted hours, please show why you have not already graduated and tell the committee when you expect to do so.
2. You should have results of the Free Application for Federal Aid (FAFSA) and any other required financial aid documents on file in our office prior to the Financial Aid Deadline. If you are a transfer student, all transcripts must be received and evaluated by the Admissions Office prior to your appeal.
3. Complete and return your appeal with the required documentation to the Answer Center on your campus BEFORE the deadline. Ask for a receipt. If you prefer to mail your appeal, please send to: **(Please DO NOT FAX your appeal.)**

Financial Aid Services – Appeals Committee
Valencia Community College
1800 S. Kirkman Road, Mail Code 4-17
Orlando, Florida 32811

4. Attach the **three** required items. (See checklist on the Appeal Form) **If you do not provide the required documentation, no action will be taken on your appeal.**
5. The Appeals Committee will begin meeting as soon as grades are posted and will continue until all appeals are considered. This process does take several weeks to complete. You will be notified by **Atlas e-mail** of the committee's decision. The decision will be final and may not be further appealed. If your appeal is denied, you will be permitted to attend Valencia, but you will need to pay for your own educational expenses to do so. You may submit another appeal and regain access to financial aid once you have raised your GPA and completion ratio to the required standards provided you have not attempted more than 150% of your program of study.