



2011-2012 Satisfactory Academic Progress Appeal
OFFICE OF STUDENT FINANCIAL PLANNING

Student's Name: _____

Concordia ID: H00 _____

Semester you are appealing: _____

Are you currently on Academic Dismissal? YES/NO

If there are mitigating circumstances which have contributed to your inability to maintain the standards of Satisfactory Academic Progress (SAP) for Financial Aid, you may appeal this decision by completing the following steps:

- In addition to this form, provide a type-written statement explaining your situation in detail. Your explanation must include: **why you failed to meet the SAP Policy** as well as **what steps you are taking to ensure you will meet the required standards by the next evaluation period** (end of the following semester).
- Attach appropriate documentation to support your explanation, such as: an obituary, medical papers, letters from a lawyer, pastor or counselor familiar with your situation. **Submit all documentation you want considered at this time; documentation cannot be submitted later, unless requested by our office.**

Please note:

Once the appeal form and required documentation have been submitted to the Office of Student Financial Planning, your appeal will be reviewed by the Standards of Satisfactory Progress Committee. You will receive a letter via U.S. Mail regarding the SAP Appeal decision within 15 business days. Regularly monitor your CONCORDIA *Connect* account online for additional items which may be requested. During this time, you will be responsible for any tuition and fees, including late fees, charged to your account. Submitting an appeal does not guarantee approval to reinstate your eligibility to receive Financial Aid. ***Deadline to submit Spring 2012 Appeal: January 9, 2012.***

Please read and sign the following statement:

I have read and clearly understand the Satisfactory Academic Progress Policy and understand the decision of the committee is final. If approved, I understand that failure to meet the requirements in the future will result in my ineligibility for further financial assistance until which time I am meeting the requirements set forth in the Satisfactory Academic Progress Policy.

Student's Signature

Date

FOR OFFICE USE ONLY

Approved

Denied

Financial Aid Official, Title

Date

***Return To: Concordia University Chicago, Student Financial Planning, 7400 Augusta St., River Forest, IL 60305
Office: (708) 209-3113 | Fax: (708) 488-4102***