



**FINANCIAL AID SUSPENSION  
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL  
For SPRING 2023                      DEADLINE: JANUARY 10, 2023**

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID NUMBER:** \_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND ATTACH THE REQUESTED DOCUMENTS TO APPEAL THE FINANCIAL SUSPENSION OF YOUR FINANCIAL AID ELIGIBILITY FOR SPRING 2023.**

- Notification of the decision and/or requests for additional information are sent to your NECC student email account. Please be sure you have access to your student email account.
- Students enrolled in Fall 2022 courses will receive a decision after all grades for fall are posted in December.
- Academically suspended students must appeal and be approved for academic probation before appealing a financial aid suspension. Academically suspended students are not eligible for financial aid.
- Incomplete appeals will not be accepted and will be returned for completion.
- Submission of this appeal does not guarantee approval.

**DIRECTIONS:** Complete each step of the appeal and *submit the complete appeal in person*, along with all supporting documents, prior to the deadline, at the Financial Aid Office in Haverhill in SC118 or in Lawrence in L151. Students are encouraged to meet with a financial aid counselor prior to turning in their forms, either in person or virtually.

**1. CHECK ONE: THIS IS MY:**  **FIRST FINANCIAL AID APPEAL**       **SECOND FINANCIAL AID APPEAL**

- ▶ **Students are limited to 2 appeals of financial suspensions.** Circumstances for your second appeal must be different from your first appeal and must focus on events since your first appeal.
  - ▶ **If this is your third financial suspension** and you think you may have extenuating circumstances for an appeal, please contact the Director of Financial Aid for further information.
- THIRD FINANCIAL AID APPEAL** must be approved by Director of Financial Aid

**2. REASON FOR APPEAL (CHECK ONE OR MORE):**

- Medical/Accident: Date of medical occurrence or accident \_\_\_\_\_
- Death of Family Member/Friend: Date of death \_\_\_\_\_
- Personal Circumstances                       Other Emergency or Extenuating Circumstances

**3. IN ADDITION TO THIS FORM, A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING:**

- 2022-2023 FAFSA**
- ▶ Must be completed and submitted at [www.studentaid.gov](http://www.studentaid.gov).
  - ▶ Date completed: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

**A SIGNED PERSONAL STATEMENT providing your circumstances and plan of action.**

- ▶ Must be typed on a separate paper, dated, with handwritten signature.
- ▶ It is recommended that you review your academic transcript to better understand your overall record including GPA and completion rate (number of credits completed/number attempted).
- ▶ Please include the following in your personal statement:
  - What circumstances have kept you from being successful in your studies (be specific to terms attended)?
  - What actions have you taken or plan to take to be successful in the future?
  - If this is not your first appeal, please address your circumstances since your last appeal was approved.

**ESSENTIAL DOCUMENTATION to support the circumstances in your personal statement.**

Documents must prove that the circumstances affected you during the terms you were not meeting Satisfactory Academic Progress (SAP) and should be submitted with the appeal.

Documentation includes, but is not limited to:

- medical documents from hospitals, doctors, or therapists
- obituaries/death certificates or prayer cards showing dates of death
- third party letters showing details of circumstances (signed and dated)
- accident reports from police or hospitals

**ACADEMIC PLAN:**

**If approved, you will be placed on a financial aid probation and you agree to the following academic plan:**

- ▶ During the first semester on probation, I cannot register for more than 8 credits (2 courses).
- ▶ After the add/drop period, I cannot withdraw, fail, or take an incomplete in any course.
- ▶ While on financial probation, I must complete each course that I attempt after the add/drop period.
- ▶ I must have a term GPA of at least 2.0 in each term I am on probation.
- ▶ I will remain on financial probation as long as I am meeting the requirements of the plan and until I am meeting Satisfactory Academic Progress standards.
- ▶ If I do not meet the requirements of the plan, I will be re-suspended and ineligible for financial aid.
- ▶ I will meet with my academic advisor regarding any questions about my courses and will take only those courses required for my program of study.

**CERTIFICATION:** I certify that the information on this form is true and accurate, and understand and agree to follow the academic plan above if my appeal is approved. *Signature must be a handwritten signature.*

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD (approval in RHACOMM <input type="checkbox"/>)</b>
<b>REASON COMPLETE AND FORM SIGNED:</b> <input type="checkbox"/>	<b>FAFSA FILED:</b> <input type="checkbox"/>	<b>INITIALS:</b>	
<b>PERSONAL STATEMENT SIGNED &amp; DATED:</b> <input type="checkbox"/>	<b>DOCUMENTATION ATTACHED:</b> <input type="checkbox"/>	<b>N STATUS/DATE:</b>	