



2023-2024 Financial Aid SAP Appeal

Please complete this form in its entirety and return it and all supporting documentation to the Office Financial Aid by email (FinancialAid@USFCA.edu) or by fax to (415)422-6084.

Once we review your appeal and determine an outcome, we will notify you. If changes are made to your financial aid package, you will receive a revised award email notification. Response time is 4- 6 weeks.

SAP Information: Federal regulations governing student financial aid require aid recipients to make “satisfactory academic progress” toward completing their degree. A review of your academic history has determined that you are not meeting the standards established by USF’s SAP policy (<https://myusf.usfca.edu/financial-aid/sap>).

You are encouraged to review the policy and submit an appeal if appropriate.

Check the box below.

☐ I am currently meeting SAP on my own and I understand I need to fully complete the items below.

Please submit the following documentation to complete a SAP appeal:

1. Complete 2023-24 Financial Aid SAP Appeal form.
2. Please submit a typed statement explaining the circumstances that prevented you from making satisfactory academic progress. Your statement must clearly explain the following:
 - a. The reasons and/or circumstances for not meeting SAP standards. Please be specific.
 - b. How your circumstances have changed to allow you to maintain satisfactory academic progress.
 - c. An outline of the specific steps you are taking to stay on track.

Signature and Certification

The information provided on the appeal must be true and correct as of the time the information is provided to the University.

Signature of student

Date