



## Financial Aid SAP Regain Eligibility 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](mailto: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 Financial Aid SAP Regain eligibility 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.*

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Signature of student

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Date