Complete if you have received a notification from the Financial Aid Office indicating that your aid will be revoked for your next semester of attendance and you wish to appeal this determination. Please note, if you have received a letter of suspension from the Academic Affairs office, the suspension must be cleared before your financial aid appeal will be addressed.

NAME: ___________________________ ID#: ___________________ PHONE: ____________
DATE: ___________________ APPEAL TO RECEIVE FINANCIAL AID FOR - Semester: ____________ Year: ____________

**Step 1 - Schedule a Meeting with a CAP Coach**
Complete this section with a Career & Academic Planning (CAP) Coach from the IDEA Center to review your major and coursework.

(To be completed by CAP Coach) this section can be completed in person or at this link bit.ly/sapgfu

Recommended Course Load: Max # of credits ____________________

I met with this student on ____________________

Career & Academic Planning Coach Signature

Comments (if needed):
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

**Step 2 - Schedule a Meeting with Rick Muthiah**
(Director of Learning Support Services: rmuthiah@georgefox.edu, 503-554-2314)

(To be completed by Rick Muthiah) this section can be completed in person or at this link bit.ly/sapgfu

I met with this student on ____________________

Rick Muthiah, Signature

Comments (if needed):
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

**Step 3 - Write your Appeal Letter:**
(Elements to use in Appeal Letter (Please attach letter to this form and return to Financial Aid)

Write a detailed letter describing the extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress (SAP) standards and how the situation has been resolved. Please limit the length of your letter to two pages.

- Explain how these circumstances affected your academic progress.
- Include dates or a timeline of any specific events.
- Describe how the situation has been resolved.
- Describe your academic goals/plans and any specific strategies for success. (Examples: tutoring, taking fewer credits, meeting regularly with advisor/professor)
- If this is not your first SAP appeal, explain what is different about this appeal.
- Sign and Date letter

Examples: Hospitalization or medical condition, unexpected death or major hospitalization of an immediate family member, house fire, victim of a violent crime. While employment is not considered an extenuating circumstance, work issues beyond your control may be considered on a case-by-case basis.

Return to: Financial Aid Office | 414 N. Meridian #6068, Newberg, OR 97132 | FAX 503-554-3110 | finaid@georgefox.edu | Upload at fa.georgefox.edu

Office use only: Date Received: ____________ Reviewed by: ____________ Approved/Denied? ____________