

Students who have lost financial aid eligibility by not meeting all three measurements of Satisfactory Academic Progress (SAP) may be eligible to appeal for reinstatement. If extenuating circumstances existed which prevented or hindered the student from achieving SAP, please complete the steps below.

1. Complete the Satisfactory Academic Progress Appeal form
2. Submit a signed, formal letter, describing in detail, the extenuating circumstances that prevented the student from maintaining SAP. The letter also needs to describe how those circumstances are no longer present and how the student intends to achieve and maintain SAP.
3. Submit the appeal form, letter, and required supporting documentation to the Financial Aid Office

NAME \_\_\_\_\_  
*Last*
*First Name*
*MI*

DATE OF BIRTH \_\_\_\_\_ LAST 4 OF SSN# \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PROGRAM OF STUDY \_\_\_\_\_

**REASON FOR APPEAL (CHECK ALL THAT APPLY) REASON DOCUMENTATION REQUIRED**

| ✓ | REASON   | DOCUMENTATION REQUIRED  |
|---|--|---|
|   | Student's own mental or physical illness, injury or disability             | Statement from treating physician explaining the type of illness or injury, date the illness or injury began and the length of the illness or injury. Must also be accompanied by a statement from the treating physician of when the student can return to school. |
|   | Illness, accident, or injury of a significant person in the student's life | Documentation with dates (physician's statement, police report, statement from third party professional such as medical billing statement, etc.) related to the individual for whom the student provided care or support.   |
|   | Death of a family member or significant person in the student's life       | Copy of a death certificate or an obituary showing the student's relationship to the deceased   |
|   | Unusual circumstance beyond the student's control                          | Detailed documentation with dates supporting the unusual circumstance   |
|   | Student's own divorce or the divorce of the student's parent(s)            | Attorney's letter on law firm letterhead, petition for dissolution, or copy of divorce decree   |
|   | Natural disaster   | Statement and detailed supporting documentation with dates from an official source such as FEMA detailing the disaster  |
|   | Exceeded the 150% maximum time limit measure for SAP                       | Provide a plan of study from the Registrar detailing the exact courses and hours needed for graduation  |

Please submit the appeal form, letter, and ALL required documentation to the Traditional Financial Aid Office either in person, by mail, or by fax. Due to security regulations, we cannot accept this information via email. Appeals will not be considered until ALL required items have been received.

Bethel University CAS Financial Aid Office, 325 Cherry Avenue, McKenzie, TN 38201 Fax: 731-352-6761

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appeals may also be completed online:**

[College of Arts & Sciences](#) [College of Professional Studies](#) [MAEd and RN-to-BSN](#)