

**Appeal Committee Use Only:**

Appeal Semester: \_\_\_\_\_  
Completion Rate: \_\_\_\_\_ GPA: \_\_\_\_\_  
Reinstated: \_\_\_\_\_  
Review Status: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Plan—OT or AP: \_\_\_\_\_  
Reviewer Initials: \_\_\_\_\_ Date \_\_\_\_\_



**OFFICE OF FINANCIAL AID**

## SATISFACTORY ACADEMIC PROGRESS APPEAL

(This form should be completed if your financial aid is being withheld for failure to meet satisfactory academic progress as required.)

Name:  Student ID or SS#:

E-mail:  Phone #:

(Use student e-mail address **only**—we do not reply to non OTC e-mail addresses.)

Term and year for which you are applying for reinstatement of aid: Semester:  Year:

Please explain below the unique/extenuating circumstances, which resulted in your inability to maintain satisfactory academic progress. Please attach additional pages if needed. (Third party letter head documentation must be provided to support/prove your case.)

Indicate how these circumstances have changed so that you can comply with the regulations in the future—must provide third party documentation to substantiate/prove your case (for example; medical circumstances must be documented with a statement from your doctor). Please attach additional pages if needed. You should be aware that readmission to Ogeechee Technical College is not considered an adequate reason for reinstating your financial aid. Extenuating circumstances must exist and be proven by third party documentation (using their letter head).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Office 198C, Joseph E. Kennedy building, (912) 486-7607, [titleix@ogeecheetech.edu](mailto:titleix@ogeecheetech.edu); Section 504 Coordinator, Office 189, Joseph E. Kennedy building, (912) 486-7211, [adacoordinator@ogeecheetech.edu](mailto:adacoordinator@ogeecheetech.edu); One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.

Revised 11/22/2022

# Need a Financial Aid Appeal?

If you are on Financial Aid suspension and would like to apply for an appeal you may print and complete the attached form or stop by the Financial Aid Office to obtain a Satisfactory Academic Progress (SAP) Appeal form. The Satisfactory Academic Progress (SAP) appeal form **must be completed in full and include third party documentation to support your appeal.** Be advised that applications submitted without supporting documentation may be disapproved. Please follow the steps below:

1. Watch a 10 minute video [here](#) that explains the SAP Appeals process.
2. Obtain and fill out the Satisfactory Academic Progress Appeal (SAP) form—submit the completed application with all supporting documentation via email to [cbphillips@ogeecheetech.edu](mailto:cbphillips@ogeecheetech.edu), or mail all paperwork to: Ogeechee Technical College, Attn: SAP Appeals Committee, One Joseph E. Kennedy Blvd, Statesboro, GA 30458. Please note that **third party supporting documentation must accompany your application to support/prove your unique/extenuating circumstances for not being able to maintain SAP—applications without supporting documentation may not be considered for approval.**
3. The Appeals Committee Chairperson will review your completed application for submission to the Appeals Committee to ensure that all medical and other documentation is submitted with the application. Note: **Applications submitted without third party documentation to prove/support your claim may not be considered for approval.**
4. Your Satisfactory Academic Progress Appeal form will be reviewed by an Appeals Committee (not Financial Aid) for approval or disapproval. This may take 1-7 days for an approval decision – be sure to check your e-mail and Banner Web frequently for updates.
5. The status of your appeal will be corresponded through your student e-mail and Banner Web accounts—if the e-mail address cannot be read or is not valid then notification will be made through your Banner Web account only.
6. Again...submitted Satisfactory Academic Progress Appeal (SAP) forms may take up to a week to be processed. The Appeals Committee will relay your status by your student e-mail account, and Financial Aid will post the results to your Banner Web account after the review process is complete.

Unique or extenuating circumstances “currently” being accepted as valid reasons for appeal approval:

- College at fault issues—reviewed on a case-by-case basis
- Natural disaster (loss of primary residence due to hurricane, tornado, fire, etc.)
- Students receiving or entitled to accommodations due to a disability
- Victims of abuse
- Wrongful incarceration
- Loss of home (eviction, foreclosure, fire, etc.)
- Medical (personal, family, death in family, etc.)
- Military move, military duty, etc.
- Some transportation issues—reviewed on a case-by-case basis

Circumstances “currently” **not** being accepted as valid reasons for appeal approval:

- Lack of transportation—lost ride that was being provided by someone else
- Wasn’t focused on school—more mature now, Instructor didn’t teach where I could learn the material, etc.
- Withdrew because I had to go to work or changed jobs
- Had to stay home with the children—childcare issues
- Moved to another town or house (non eviction)

# SATISFACTORY ACADEMIC PROGRESS APPEAL

## Extenuating Circumstance/Reason for Appeal Check Sheet

(Please attach to the front of your documentation)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

1. Which Extenuating Circumstance/Reason are you claiming from the approved listing below (Please note that selecting the category of “Other” and submitting an Extenuating Circumstance/Reason that is not currently accepted as a valid category may be grounds for disapproval, but will be evaluated for possible addition to the approved listing—all circumstances/reasons will be evaluated and looked at for possible approval.):

Unique or Extenuating Circumstances—currently being accepted as valid reasons:

(Please **check** the extenuating circumstance you are filing.)

College at fault issues—reviewed on a case-by-case basis

Natural disaster (loss of primary residence due to hurricane, tornado, fire, etc.)

Students receiving or entitled to accommodations due to a disability (see Sabrina Burns, Rm 189)

Victims of abuse

Wrongful incarceration

Loss of home (eviction, foreclosure, fire, etc.)

Medical (personal, family, death in family, etc.)

Certain transportation issues

Other (Specify): \_\_\_\_\_

2. Your “Documentation” includes **to and from dates** so that a time frame can be established:

Yes

No

3. Your “Documentation” includes a **third party signature** on letterhead to support your claim:

Yes

No

4. Your “Documentation” includes **your name** so that the reviewer can verify that the documentation is intended for you:

Yes

No

**Please note:** answering “**No**” to any item above, submitting an “**unapproved circumstance**” and/or not submitting valid third party documentation may be grounds for disapproval, however; those disapproved may resubmit amended documentation for re-evaluation. Documentation must be third party and on the third party’s letterhead.