You are no longer eligible to receive Title IV financial aid (grants, work-study, and loans) due to not maintaining Satisfactory Academic Progress (SAP). Students who have and can document unusual circumstances that were a factor in not making SAP have the right to appeal the loss of their financial aid. The three basic appeals for the student are: Maximum Time Frame (MTF) or 150% Rule, Qualitative Percentage Status (QPS) or 67% Rule, and Grade Point Average (GPA).

- The Maximum Time Frame (MTF) or 150% Rule appeal also REQUIRES the completion and submission of a KCTCS Financial Aid Degree Audit form. The student is responsible for submitting the KCTCS Financial Aid Degree Audit form with this KCTCS APPEAL SAP REQUEST form. The MTF SAP appeal DOES NOT have to go to the SAP Appeals Committee.
- The Qualitative Percentage Status (QPS) or 67% Rule appeal will go to the SAP Appeal Committee. The decision of the SAP Appeal Committee is final and CANNOT be further appealed.
- The Grade Point Average (GPA) appeal will go to the SAP Appeals Committee. The decision of the SAP Appeal Committee is final and CANNOT be further appealed.

**Step 1** Complete your financial aid file. We cannot process appeals without a completed financial aid file.

**Step 2** Complete and submit this Appeal Request. In the space provided on Part-2 of this form, PRINT a BRIEF statement describing why you have not met Satisfactory Academic Progress. Base your reason on an extraordinary circumstance such as those listed below. Include appropriate documentation, medical or otherwise, to justify your request. Optionally, you may also provide letters of support.

- Student’s injury or major illness.
- Divorce of dependent student’s parent or independent student’s divorce.
- Death of parent or independent student’s spouse or independent student’s child.
- Serious illness of a spouse, parent, or child for whom student is the primary caregiver.
- Other extraordinary circumstance to be explained by student.

**Step 3** You will be notified in writing, by e-mail and/or in person when the SAP Appeal Committee’s decision and/or recommendations are returned to the Financial Aid Office.

**PLEASE NOTE:**
- Financial Aid cannot pay for courses taken by audit, credit hours earned by placement tests or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Student may receive funding for remedial course work up to a maximum of 30 attempted credits (Federal Regulations).
- The number of courses you take may be limited.
- The KCTCS Financial Aid Degree Audit form, completed, signed and dated by you and your advisor, MUST also accompany ALL SAP Appeal Requests for Maximum Time Frame (MTF) - 150% Rule.

During the appeal process, you must pay your own expenses such as tuition, fees, books, supplies, etc. on or before all published deadlines or your classes will be cancelled. The Office of Financial Aid will not guarantee tuition nor authorize any other charges pending an appeal outcome.

**Statement:** I am formally requesting that my financial aid be reinstated for the upcoming term due to my not meeting Satisfactory Academic Progress. I understand that I must follow this plan unless courses have closed; that I will provide the committee with an updated schedule; and that I may be required to resubmit an updated academic plan upon request.

| Student Signature: | Date: |
KCTCS
APPEAL SAP REQUEST
(Part -2)

Note: Accompanying statements or documentation may be attached to this form, if required.

**Appeal Request Statement**

*I have not met Satisfactory Academic progress because:*

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Comments and/or Recommendations from SAP Appeal Committee

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