



This form is for students who have applied for financial aid but are not eligible because they are not meeting Satisfactory Academic Progress (SAP) standards. A complete description of Longwood's SAP policy can be found on the Office of Financial Aid's website.

You may appeal this suspension of aid if the reasons for your failure to meet SAP were beyond your control or the result of an unexpected situation that is now resolved. You must include any and all supporting documentation relative to your situation.

Submission of the appeal does not guarantee approval, and students are responsible for dropping all classes by the add/drop deadline if they are unable to pay for classes on their own. Only completed forms will be forwarded to the Appeals Committee for review.

If your appeal is approved and your financial aid is reinstated, it will not be retroactive to any semester when these standards were not met. We will notify you via your Longwood email account once a decision has been made.

### STUDENT INFORMATION

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Longwood ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### 1. Check the term for which you are submitting a SAP appeal.

Fall '21     Spring '22     Summer '22

#### 2. Indicate the circumstances that have contributed to your inability to maintain SAP by checking any category below that applies to you. You must also follow the instructions for each category.

- Serious illness, mental health issue, or injury to the student or a loved one.** Attach a statement from a physician and explain the nature and dates of the illness or injury in item 3 of this form. Physicians should include a statement addressing the student's ability to return to school.
- Death of a loved one.** Attach a photocopy of the death certificate and include the name of the deceased and their relationship to you in item 3 of this form.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.** Provide a detailed explanation in item 3 of this form regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome this condition. Supporting documentation from a 3rd party (physician, social worker, psychiatrist, police, etc.) also must be attached.
- Other unexpected documented circumstances beyond the control of the student.** Provide a detailed explanation in item 3 explaining the nature and date of the unexpected circumstances. Relevant supporting documentation must also be provided.

Name: \_\_\_\_\_ Longwood ID Number: \_\_\_\_\_

**3. Please attach an explanation for your appeal. Appeals must:**

- Be typed, written or printed legibly in blue or black ink.
- Be authored by student, not parent or other 3<sup>rd</sup> party.
- Address all three of the following points:
  - The circumstances indicated in item 2 that led to the SAP violation.
  - Why/how those circumstances are no longer affecting your academic performance.
  - What you will do/have done to ensure academic success in the future.

**4. Required statement for READMITTED STUDENTS ONLY:**

- Explain how you spent your time away from Longwood University.
- If you took classes at another institution, include a transcript of the grades you received.

**5. Statement from your Academic Advisor.** The advisor should provide his/her opinion of your ability and willingness to improve academic performance. The student is responsible for reaching out to their Academic Advisor requesting a statement. It is strongly recommended that you obtain and review a copy of your unofficial academic transcript before you submit your appeal (an unofficial copy is available through the MyLongwood portal).

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**Academic Advisor Name**

**6. Certification and signature.** By submitting this form I request to have my financial aid eligibility reinstated. I understand that the Office of Financial Aid will not accept any SAP appeal that is incomplete or lacks documentation. By signing this form, I certify that the information on this form is truthful and accurate.

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Student Signature

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Date

**For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: [go.longwood.edu/uploadfa](https://go.longwood.edu/uploadfa)**