



## Satisfactory Academic Progress Appeal 2018-2019

(Appeal for Reinstatement of Financial Aid)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Students who wish to appeal the loss of their financial aid eligibility should complete this form, attach supporting documentation and complete all four SAP Counseling sessions. Appeals submitted without supporting documents will **not** be considered. Completed form, should be delivered by the student to a campus financial aid office with all supporting documents. (It is Important that the student meet with a financial aid advisor to review the appeal and documentation.) *For more information about the Standards of Satisfactory Academic Progress (SAP) go to <http://web.tcc.edu/students/finaid/sap.htm>.*

A typed, signed, and dated detailed explanation of why you failed to meet the Standards of Satisfactory Academic Progress, what has changed, and details on your plan to become academically successful *is required*.

Students may appeal the loss of their financial aid due to unusual mitigating circumstances. Please indicate the reason(s) for this appeal by checking one of the below:

- Personal illness or illness of an immediate family member. (Attach documentation from a physician attesting to the medical condition and/or copies of hospital records.)
- The death of an immediate family member. (Attach a copy of the obituary or death certificate.) Provide the relationship of the relative: \_\_\_\_\_
- Other circumstances. Attach copies of supporting documents (i.e. court records, police reports, or letter(s) from a counselor, teacher, or an unbiased third party.) (Letters from family and friends are generally not acceptable forms of documentation.)

I am requesting that my financial aid eligibility be reinstated for the following term:

**Academic Year 2018-2019** (check one): **Fall 2018** \_\_\_\_\_ **Spring 2019** \_\_\_\_\_ **Summer 2019** \_\_\_\_\_

**Certification – Signature and Date (read and initial each item):**

- \_\_\_ I understand that submission of this appeal does not guarantee that my financial aid will be reinstated.
- \_\_\_ I understand that this appeal may take 15 business days or longer to review.
- \_\_\_ I understand that if my appeal is approved, I may have enrollment stipulations outlined in an Academic Plan that must be followed in order for me to remain eligible for federal student aid.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Satisfactory Academic Progress (SAP) probation may only be granted by a financial aid administrator with the authority to exercise professional judgement on behalf of Tidewater Community College.**

<p><b>Office Use Only:      2018-19 Academic Year</b></p> <p>___ I <b>approve</b> this student to be placed on Satisfactory Academic Progress (SAP) ___ probation ___ Academic Plan for the semester(s) referenced:</p> <p>Probation Term:      Fall ___ Spring ___ Summer ___</p> <p>Academic Plan Terms: Fall ___ Spring ___ Summer ___                                              Fall ___ Spring ___ Summer ___</p> <p>Campus: Virginia Beach    Portsmouth    Chesapeake    Norfolk</p>	<p>___ I <b>do not approve</b> this student to be placed on Satisfactory Academic Progress (SAP) probation or an academic plan.</p> <p>Comment: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Signature: _____ Date: _____</p>	

# SAP Appeal Guidance

## Writing an appropriate SAP Appeal letter

Your satisfactory academic progress (SAP) appeal explanation must include the following:

- **Explain what happened**

Why were you unable to maintain satisfactory progress?

Take a hard look at your situation to determine what has kept you from making satisfactory academic progress. Explain the circumstances for all semesters where there was poor performance.

- **Explain what has changed**

Have the circumstance been resolved or what corrective measures have you taken to achieve satisfactory academic progress?

- **Develop a success plan**

What strategies will you use to maintain academic success?

- **Attach any relevant supporting documentation**

This may include a doctor’s statement, copy of hospital/urgent care/physician’s bill, obituary, funeral notice or death certificate.

- **Complete SAP Counseling**

SAP Counseling must be completed on the TCC website <https://tidewatercc.get-counseling.com/> and a copy of the Certificate confirming completion. SAP Counseling is designed to help you better understand the components of SAP, how it applies to you, and what steps to take to make sure you maintain Financial Aid Satisfactory Academic Progress.

Circumstance		Documentation
Work Related	Required overtime, required change in work schedule	<ul style="list-style-type: none"> <li>• Letter from employer including effective date(s) and whether the change in hours was mandatory</li> <li>• Timesheets from employer for applicable period(s)</li> </ul>
	Layoff/job loss	<ul style="list-style-type: none"> <li>• Letter from employer</li> <li>• Separation/severance letter</li> </ul>
Medical Condition	Serious illness or change in health status	<ul style="list-style-type: none"> <li>• Letter stating doctor-advised period of home rest</li> <li>• Record of doctor visits</li> </ul>
	Surgery/Hospitalization	<ul style="list-style-type: none"> <li>• Surgery/hospitalization records</li> <li>• Copies of medical bills documenting illness/injury</li> <li>• Letter stating doctor-advised period of recovery</li> <li>• Record of doctor visits</li> </ul>
	Mental health issue	<ul style="list-style-type: none"> <li>• Letter from doctor, therapist, or counselor</li> </ul>
	Dental emergency	<ul style="list-style-type: none"> <li>• Record of dental visits</li> <li>• Letter from dentist</li> <li>• Letter stating dentist-advised period of recovery</li> </ul>
Student’s Child	Child’s medical condition	<ul style="list-style-type: none"> <li>• Records from daycare/school that the sick child was required to be kept home for extended period(s), including the dates.</li> <li>• Record of doctor visits</li> <li>• Letter stating doctor-advised period of recovery</li> <li>• Hospitalization records</li> </ul>
	Childcare/daycare issue	<ul style="list-style-type: none"> <li>• Letter from former daycare provider</li> <li>• Letter from current daycare provider</li> <li>• If the childcare provider is a relative, the letter must be notarized</li> </ul>
Additional Circumstances	Death of an immediate relative or loved one	<ul style="list-style-type: none"> <li>• Obituary or funeral program</li> <li>• Letter from counselor</li> <li>• Documentation should include date and indicate the student’s relationship to the deceased</li> </ul>
	Eviction	<ul style="list-style-type: none"> <li>• Eviction notice</li> <li>• Letter from transitional housing program</li> </ul>
	Assault/domestic violence	<ul style="list-style-type: none"> <li>• Police report</li> <li>• Court documentation</li> <li>• Letter from clergy, social worker, counselor, or doctor</li> </ul>

## SAP Appeal Guidance

Students that are not meeting SAP are required to complete online SAP counseling as part of the TCC SAP appeal process. Students will be required to attach a copy of each certificate to their SAP appeal forms.



- The link to the SAP Counseling Center can be found on this website: <https://www.tcc.edu/paying-for-tcc/financial-aid/regaining-eligibility>.
- If it is your first time using the the system, you will need to Register.
- You will receive an email from [noreply@financialaidtv.com](mailto:noreply@financialaidtv.com) providing a link to set up your password.
- After saving the password, you will be able to view all of the counseling modules.
- Click the START button to open a session.

Each session will begin with instructions and an estimated time of completion. You may exit the session before it is completed and when you log in again you can begin where you left off.

When each session has been successfully completed, you will receive a notice to print your certificate. If you cannot print the certificate at the time of completion, you can print it later. You will also receive an email confirming the completed session. **A copy of each certificate must be submitted with your SAP appeal.**