

Financial Aid SAP Appeal Example Letter

Date
Financial Aid Appeal Committee
Community College of Philadelphia
Office of Financial Aid

Dear Committee:

Paragraph #1

This letter is to appeal to the Financial Aid Appeal Committee so I may continue receiving Federal Financial Aid at Philadelphia Community College. The reason(s) I have not met Satisfactory Academic Progress is...

- Explain in detail any extenuating circumstance(s) that contributed to your current academic standing.
- Include semester and year
- Provide documentation supporting your extenuating circumstance (medical records, funeral announcement, etc.).

Paragraph #2

Explain how circumstances have changed and will allow you to perform at a satisfactory level.

- Changes you have identified as beneficial in any of the following areas: academics, campus activities, family, social, work, etc.
- Explain the tools you will use (ex: tutoring, workshops, etc.).

Paragraph #3

Conclude with reiterating why the committee should consider your appeal, and explain a specific action plan that you will follow to attain academic success. Use specific examples.

- What are your goals for the next semester and how will you achieve them?

Sincerely,

Student Name
Student J#