



# Financial Aid Office

## Satisfactory Academic Progress (SAP) Appeal

### ▶ Step 1 - Student Information

Student name	Student ID #
Student cell phone number	Student SSN

I am applying for a reinstatement of eligibility for: \_\_\_\_\_Fall    \_\_\_\_\_Spring    \_\_\_\_\_Summer

### ▶ Step 2 - Documentation

The following documentation is **REQUIRED**:

- ✓ A **typed** letter signed by the student regarding your appeal (include reason why you did not make Satisfactory Academic Progress and your plan to make progress in the future).
- ✓ Supporting documentation (i.e., Medical documents, copy of obituary, etc.).
- ✓ **Official Degree Progress Audit** signed by the student and academic advisor.

Please include details of your intentions to return to ASU - Beebe, state your academic major and goals, and describe your career objective as related to your major.

Circumstance Example	Documentation Example
Death of a family member or significant person in the student's life.	Provide a copy of an obituary or death certificate.
Illness, accident, or injury of the student or a significant person in the student's life.	Provide documentation (e.g., a physician's statement, police report or documentation from a 3rd party professional, such as a hospital billing statement) related to the individual for whom the student provided care or support.
The student's own divorce or separation or the divorce or separation of the student's parent(s).	Provide an attorney's letter on law firm's letterhead, petition for dissolution, or copy of divorce decree.
Personal problems other than the student's own mental or physical illness or injury or disability, issues with the student's spouse, family, roommate, or other significant person in the student's life.	Provide a written statement from an attorney, professional advisor or other individual describing circumstances.
Natural Disasters	Provide a written statement and/or supporting document(s)

### ▶ Step 3 - Submit your information

Appeal forms and documentation may be submitted via one of the following methods:

**Mail:**  
 Financial Aid Office  
 1000 W. Iowa Street  
 Beebe, AR 72012

**In Person:**  
 Financial Aid Office

**Email:**  
 finaid@asub.edu      \*\*\*Attach supporting documentation

### ▶ Step 4 - Decisions

The Financial Aid Director will review appeals weekly. You will be notified of the decision through your ASU - Beebe e-mail address. Results of your appeal will not be given out over the phone.

- Appeals will be reviewed on a weekly basis.
- Appeals must be submitted two weeks before the last week of classes.
- Please allow 1-2 weeks for the Director to review appeals and notify students of the decisions.

All appeals must be reviewed and cleared prior to the awarding of financial aid.

**Note: Incomplete appeals will not be reviewed.**

**X**  
 Student Signature

Date