

Financial Aid Appeals must include all of the following (incomplete appeals will be denied):

1. The Satisfactory Academic Progress Appeal Form (completed in ink, legible and signed in ink).
2. A detailed typed and signed letter from the student which:
 - a. Thoroughly explains the circumstances which prevented satisfactory academic progress in the past and how/why those circumstances affected the student, AND
 - b. Clearly explains how the circumstances have been resolved to ensure satisfactory academic progress in the future. This should include the steps/resources that will be taken to improve academic performance.
3. Documentation to support/verify the circumstances cited in the letter. For example, illness and/or injury can be documented with hospital or insurance records; a death can be documented with an obituary or funeral card/program; divorce can be documented with signed letter from a lawyer or a copy of the divorce decree, etc. Letters must be signed and must contain contact information (the phone number, email address, etc. of the person who wrote and signed the letter). Documentation cannot be from family members, significant others, roommates, etc.
4. If you are appealing because you will not earn your degree within the 150% timeframe, you must attach a list from your advisor of the required classes you still need to take and your estimated graduation date.

Initial and sign below:

- I understand that if my appeal does not include all documents listed above it will be denied.
- I understand that appeals cannot be approved after the deadline of a semester. (Listed on form)
- I understand that this appeal is for financial aid purposes only.
- I have read EKU’s Satisfactory Academic Progress Policy at <http://finaid.eku.edu/satisfactory-academic-progress-sap>
- I understand that I am responsible for making necessary payment arrangements for any charges I owe the University regardless of the outcome of my appeal.
- I understand that I am responsible for making sure all my appeal materials have been submitted.
- I understand that if my appeal is approved, any aid I may receive could be delayed because my unsatisfactory academic progress may have delayed the awarding process.
- I certify that the information I have provided in this appeal is true and complete.
- I understand that there is a maximum of three (3) EKU financial aid appeals. After that number is reached all future appeals will be denied.

Student Signature

Date

Office Use Only:

Denial Code:		
Hours Attempted:		Hours Earned:
PACE:		GPA:
Sub Borrowed:	Unsub Borrowed	Total Borrowed:
Sub Remaining	Unsub Remaining	Total Remaining
Pell:		
Notes		
Decision:		