



**Satisfactory Academic Progress Appeals Form
Office of Financial Aid
Valparaiso University**

Please Print:

Name _____ Student ID No. _____

Address: _____

City, State Zip _____

Phone: (____) _____

Current Email address (if you have access at this time) _____

Semester or academic year for which you are requesting reinstatement of your financial aid _____

Instructions for Submitting an Appeal

You must demonstrate in your appeal statement that you have failed to meet the standards of academic progress due to circumstances beyond your control or documented special academic circumstances. To do so, complete each step below:

1. **Appeal Statement:** provide a written statement that addresses all of the following:
 - **Cause:** provide a clear and direct statement about the circumstances that caused you to fail to meet the SAP requirements.
 - **Solution:** the specific steps you intend to take in the next semester to improve your academic performance. This statement should be thorough and detailed, demonstrating your commitment to achieving the required gradepoint average and/or percentage of completed credits.
2. **Documentation:** attach documentation specified below that supports your appeal.
 - **Medical:** Statement from doctor or therapist, copy of hospital bill, including treatment dates and diagnosis.
 - **Death of family member or close friend:** copy of obituary or death certificate
 - **Special academic circumstances:** statement from your academic advisor, department chair or other academic personnel which demonstrates that you have sought their assistance in developing a plan of academic support that will assist you in meeting the standards of satisfactory academic progress
 - **Other circumstances:** appropriate documentation that will verify the situation.
3. If you have additional information or documentation that you would like the committee to consider, you may include a statement with that information as well.
4. You may submit your appeal electronically by sending it via email with scanned attachments of your documentation to finaid@valpo.edu. Include "**Appeal Statement**" in the subject line.

OR

You may mail your appeal and documentation to:

**Financial Aid Appeal Committee
Financial Aid Office
1700 Chapel Dr
Valparaiso University
Valparaiso IN 46383**

To the best of my knowledge, all of the information contained in this appeal is complete and correct:

Signature _____ Date _____

For Office Use Only: