



Student Name: _____ Student ID: _____

Our records show that you have not met the minimum satisfactory academic progress requirement to receive federal and state financial aid. You must submit a Federal Financial Aid Satisfactory Academic Progress (SAP) appeal and be approved to regain eligibility to receive financial aid.

Federal Regulations require that your Satisfactory Academic Progress appeal contain the following elements:

1. The reason(s) why you have not maintained satisfactory academic progress, and
2. What you intend to do to meet the satisfactory academic progress requirements by the end of your next term of enrollment.

It is important that you explain your circumstances in detail. If your SAP problem developed over the course of several semesters, you must explain the circumstances for each term. Generalized statements covering multiple semesters will not be sufficient for our consideration of your appeal.

The deadline to appeal is 10 business days before the first day of the upcoming term. All decisions by the Committee are final. If you are appeal for your merit scholarship, please use our Vanguard Merit Satisfactory Academic Appeal form.

Section 1: Your appeal should address one or more of the conditions that resulted in your not meeting the Federal SAP requirements. Select the option below that applies to you.

- Grade Point Average: A federal financial aid recipient is expected to maintain a cumulative grade point average (GPA). The GPA is based on cumulative (not term) units at Vanguard and will not include transfer units submitted.
 - All *undergraduate* financial aid recipients are required to maintain a cumulative 2.0 GPA.
 - All *graduate* financial aid recipients are required to maintain a cumulative 3.0 GPA.
- Units Attempted/Completed: Students enrolled full time must complete 67% of their attempted units per term.
- Maximum Time Frame for Degree Completion: A federal financial aid recipient must complete his/her educational objectives with the maximum time frame allowed. The maximum time frame for undergraduate students to receive federal financial aid must not exceed 150% of the published length of the Vanguard University program measured in total units attempted. The maximum graduate time frame is five (5) years.

Section 2: Upload the REQUIRED documentation through your myVU Financial Aid Self-Service portal. Incomplete appeals will not be reviewed until all requested documentation has been submitted.

- A current Academic Plan completed with your advisor within the last 45 days. All SAP appeals must include a current educational plan signed by your advisor. Please schedule and appointment to meet with advisor who will assist you in mapping your educational goals and provide the tools you need to meet the minimum financial aid satisfactory academic progress standards.
- Supporting documentation: It is very important to attach supporting documents: e.g., doctor's note, an accident report, death certificate, etc. that support the circumstances in your appeal.

Section 3: Enter your personal statement below or attach a letter separately.

Section 4: Conditions of Appeal

Please read and sign below. Your signature indicates your understanding of the conditions of your appeal and that all of the information reported on this form and any attachments are true, complete and accurate.

- I understand submitting an appeal does not guarantee my financial aid award will be reinstated.
- I understand that if my appeal for reinstatement is approved, I will be placed on Federal Financial Aid Probation.
- I understand that while on Financial Aid Probation I will be required to follow my approved educational Plan which was submitted with my appeal.
- I understand that failure to follow my approved Education Plan will result in the denial of future term financial aid.
- I understand that if I am placed on financial aid probation and do not meet the minimum academic progress requirements I will be denied future term financial aid.
- I understand that I can submit an SAP financial aid appeal only once if my SAP conditions are the result of a change in major.
- I understand that false statements and/or misrepresentation will result in denial, reduction, withdrawal, and/or repayment of aid disbursed, and student disciplinary action may be taken.
- Appeals may take up to 30 business days to process after all required documentation is submitted and funds may not be available at the time of financial registration.

Student Signature: _____

Date: _____

**Electronic signature not accepted*

FOR FINANCIAL AID USE ONLY: REVIEWED BY _____ DATE _____ RECOMMENDATION _____