



Return to: Financial Aid Office
5500 Irvine Center Drive
Irvine, CA 92618
Tel: 949-451-5287
Fax: 949-451-5459

2018-2019 SAP Appeal Form

Student Name			Student ID Number
Address			Phone Number
City	State	ZIP Code	Email
Program of Study			Expected Grad Date

In accordance with federal regulations, students denied financial aid due to unsatisfactory academic progress may appeal for reconsideration of financial aid eligibility. As such, a student on financial aid suspension who has been suspended from receiving financial aid may write an appeal to the Irvine Valley College (IVC) Satisfactory Academic Progress (SAP) Appeals Committee. An appeal allows the student to address any extenuating circumstance(s) for his/her failure to maintain SAP. The student must complete **all** of the following steps.

1. Complete and submit this Appeal Form
2. Attach a typed statement explaining your situation, describing corrective actions you have taken to ensure that you will maintain satisfactory academic progress in the future.
3. Attach any supporting documentation to the appeal form (if applicable).
4. Complete "The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process" online tutorial at <http://ivc.get-counseling.com/flag-session/5077>.
5. For student who have exceeded the maximum timeframe in which to complete their academic program (45 units for a certificate or 90 units for an associate's degree, or who already have an associate's degree or higher), a **Financial Aid Academic Plan (MAP)** is required for your current academic program. If you have not yet created a plan, please make an appointment with a counselor.
6. Student with a cumulative institutional GPA less-than 2.0 or who have completed less-than 70% of the courses for which they have enrolled will need to attach a Progress Report if **submitting this appeal AFTER** October 26th for the Fall 2018 semester, March 22, 2019 for the Spring 2019 or June 28th for the Summer 2019 semester.
7. **Deadline: Appeals for a given term will be accepted until November 16 for Fall 2018 semester, April 26 for Spring 2019 semester, or July 12 for Summer 2019 semester. Appeals are only approved for the current and future terms, no aid is awarded retroactively.**

Extenuating circumstances that may be considered included: personal illness or accident, serious illness or death within the immediate family, auto accident or other situation **beyond the reasonable control of the student**. As such, documentation should include a letter from a doctor, hospital or social service agency, obituary notice, police report, etc.

The submission of an appeal does **not** guarantee that a student will regain financial aid eligibility. The IVC SAP Appeals Committee will review the appeal and notify the student, in writing, of the Committee's decision. Please allow 2-3 weeks for processing. **All committee decisions are final**. For more information please visit the Academic Progress page on the Financial Aid Office website.

Signature: _____ Date: _____