



# SATISFACTORY ACADEMIC PROGRESS APPEAL

for current quarter funding *if submitted by 5<sup>th</sup> day of quarter (summer deadline 3<sup>rd</sup> day of quarter)*

Financial Aid | 12401 SE 320th St, Auburn, WA 98092 | 253-833-9111 (2449) | FAX 253-288-3473 | ✉: [finaid@greenriver.edu](mailto:finaid@greenriver.edu)

Name: \_\_\_\_\_  
Last Name, First Name

Program: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### My appeal is based on (choose main reason):

- COVID-19
- Medical
- Housing
- Work Conflict
- Legal
- Other \_\_\_\_\_

### Directions:

- 1) Email Financial Aid at [finaid@greenriver.edu](mailto:finaid@greenriver.edu) with subject line: **SAP APPEAL**
- 2) **Wait for email from Financial Aid, to ensure privacy do not email documents directly.**
- 3) Respond to secure/encrypted email & attach documents:
  - a. Complete, Sign, & attach this form
  - b. Attach of copy of an expanded [Degree Audit](#) for your program

### COVID-19 impacted me in the following ways (check all that apply):

- COVID-19 related illness of student
- COVID-19 related illness of family member
- Difficulty moving to online instruction due to COVID-19
- General disruption from COVID-19 (childcare, anxiety, quarantine, financial)
- Change in work due to COVID-19 (loss of job or increased hours)
- Other COVID-19

### I had additional unusual circumstances: (Please describe below or attach a signed written statement explaining)

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### The steps I have taken to ensure this situation will not affect my future academic success; explain how the unusual circumstance(s) has been resolved:

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*To strengthen and support your appeal, you are strongly encouraged to provide supporting documentation such as a letter from a doctor, instructor, advisor, counselor; medical bill/records, police/insurance report; obituary notice. Appeals will be considered without documentation.*

Results of your appeal will be sent to your college assigned [mail@greenriver.edu](mailto:mail@greenriver.edu) email account.

Degree Audit Attached      Student Signature \_\_\_\_\_      Date \_\_\_\_\_

You can sign using the draw tool if you don't have Adobe downloaded