



SATISFACTORY ACADEMIC PROGRESS APPEAL

Quarterly appeal due dates:

July 5th – Summer 2024 | **September 27th** – Fall 2024 | **January 8th** – Winter 2025 | **April 7th** – Spring 2025

[Financial Aid Website](#) Phone: 253-288-3392 [Student Affairs Building, Room 231](#) Email: finaid@greenriver.edu

Your financial aid is on hold because your performance in your last quarter did not meet the [academic standards](#) necessary to get aid. We understand that there can be many reasons why you were not as successful as needed. If you encountered challenges that impacted your academic performance, you have the opportunity to ask for another chance. Please complete the Satisfactory Academic Progress (SAP) appeal form and submit it to the Financial Aid Office, along with your Academic Progress Report. We're committed to helping you succeed!

How to Complete Your Appeal

- ☐ Complete this form, **AND**
- ☐ Submit a copy of your **Academic Progress Report** with your appeal. You can find it in [ctcLink](#) by clicking on the Academic Progress tile on your student homepage. The Academic Progress Report will automatically load. Check that your program is correct, then click "View Report as PDF", and save.
- ☐ *Optional:* If you want to make your appeal stronger, you can give **supporting documentation**. But most appeals will be looked at even without them.
- Complete and submit this form, along with your Advisement Report and any supporting documents you may want to include. If you are having trouble completing the form, come by the Financial Aid Office and we can help you out.
- We'll send the results of your appeal to [your preferred email selected in ctcLink](#). Please allow 1-2 weeks for our office to process your appeal. We won't review incomplete appeals until we have all the information we need. We will email you if we need more than what you submit.
- If you send in your appeal by the deadlines above, we'll review it and let you know the results by the end of the second week of the quarter. If you send it in after the deadline, it might take us longer to look at it. Make sure to send in your appeal and all the needed info by the end of the 8th week of the quarter. If we don't get your complete file by the end of the 8th week, we will only review it for the next term and you won't receive aid for the current quarter.

Student Information

Full Name:

Last Name, First Name

[ctcLink ID #](#):

Email:

Program of Study:

Reason for Appeal

My appeal is based on (choose main reason):

- ☐ Medical
- ☐ Housing
- ☐ Legal
- ☐ Work Conflict
- ☐ Other: _____

Please tell us about why you couldn't do well in your classes during your last term. If you need more room, you can attach another paper with your full explanation.

Also, tell us what you're doing to make sure you do better in the future. Explain how you've fixed the unusual situation that caused the problem.

Signature _____