

NAME \_\_\_\_\_

AU ID NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE/MOBILE (\_\_\_\_) \_\_\_\_\_

**NOTE:** According to the United States Department of Education, all schools are required to follow federal, state and institutional satisfactory academic progress (SAP) policies when awarding financial aid. If circumstances outside of the student's control prohibit attendance and/or successful completion of classes and a student is no longer eligible for financial aid due to failure to meet SAP (maintaining a cumulative 2.0 grade point average and successfully completing 66.67% of all credit hours attempted), then the student may appeal the suspension in order to be considered for financial aid.

Please complete this form and submit supporting documentation to the Office of Student Financial Services.

**REASON FOR APPEAL**

**CIRCUMSTANCES** (*check one*)

- Death of an immediate family member that required an extended absence
- Medical Emergency for self, legal dependent or spouse
- Military activation or deployment
- Employer required changes on work schedule
- Disaster
- Other \_\_\_\_\_

**DOCUMENTATION REQUIRED** (*see reverse*)

**SUBMISSION INSTRUCTIONS** (*see reverse*)

**ACADEMIC PLAN** -- Meet with your academic advisor and then complete an academic plan with the Director of Student Success.

**CAUTION** -- Please note that submission of an appeal does not guarantee reinstatement of your financial aid eligibility.

***By signing, I certify that the information provided above and any attachments are true and accurate, and that I may be contacted for additional information and/or documentation to process this appeal. I take full financial responsibility to pay for all tuition-related expenses, and am prepared to pay from my own resources pending the outcome of this appeal. I understand that failure to supply truthful information may result in denial with no further rights to appeal.***

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

**TERM:**     Fall 20\_\_\_\_     Spring 20\_\_\_\_     Summer 20\_\_\_\_

**OVER**

## DOCUMENTATION REQUIRED

- **Death of an immediate family member that required an extended absence.** An In Memoriam card/program is required.
- **Medical Emergency for self, legal dependent or spouse that required an extended absence.** The patient's medical provider must provide a letter stating that you were under their care and this prevented you from attending classes.
- **Military activation or deployment that required an extended absence.** A copy of orders or call to duty is required.
- **Employer required changes to your existing work schedule that required an extended absence where failure to accommodate the work schedule change would have resulted in employment being terminated.** Required documentation includes a signed letter from the employer or immediate supervisor, with details regarding the schedule change. This letter must include the reason for the change and effective date. The letter must be on the employer's letterhead with employer contact information provided for further information.
- **Disaster (e.g., fire, flood, tornado).** Required documentation includes insurance claims and/or other third party documentation verifying the date and extent of the disaster.

## SUBMISSION INSTRUCTIONS

- To appeal the suspension of financial aid due to failure to meet Satisfactory Academic Progress (SAP) requirements, complete the appeal form and submit before the first day of class for the next term that you plan to attend.
- Documentation provided will become a part of the student's record. To expedite processing, submit appeal form at the same time as supporting documentation.
- Sign and submit completed form and documentation to the Office of Student Financial Services. Contact information listed below.
- Allow up to **TEN BUSINESS DAYS** from submission of form and all documentation to process your appeal. You will be notified regarding either a determination or next steps via your Andrews University email address.

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**Mail to:** Andrews University  
**Office of Student Financial Services**  
4150 Administration Drive  
Berrien Springs, MI 49104-0750

**Fax to:** 269.471.3228  
**Phone:** 269.471.3334  
**Web:** [www.andrews.edu/sfs](http://www.andrews.edu/sfs)  
**Email:** [sfs@andrews.edu](mailto:sfs@andrews.edu)