SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL 2016/2017

Name:_______________________________ ID/Username:_______________ Phone:________________

Students who are ineligible for financial aid may appeal their Satisfactory Academic Progress (SAP) standing under certain conditions. Visit our website (maui.hawaii.edu/financial) for a full explanation of SAP.

1. Submit an Appeal Letter. On a separate piece of paper, answer the following questions completely and thoroughly:
   - Explain the circumstances that caused you to fall below the financial aid satisfactory standards (cumulative 2.00 GPA; 67% cumulative course completion rate). Give specific information and dates. Please attach supporting documentation to strengthen your case. (Ex. Doctor’s papers, letter from counselor, therapist, social worker, legal documents, etc).
   - Explain what changes you have made (or will make) to overcome the hardships you listed above. List the steps you have taken (or will take) to ensure success in your future studies. Be specific about your goals.

2. Complete two online LIFE SKILLS lessons:
   - Go to: www.maui.hawaii.edu/financial and Click on “Life Skills Instructions”
   - Follow the instructions to create or access your account. Use the information below:
     - School Code: 00161500
     - Access Code: 00161500-03
     - Complete Life skill lessons: 204 and 205

   ➢ We will notify you by email approximately one to three weeks from the date your appeal is complete (Both Steps 1 and 2)
   ➢ If approved, your email will contain instructions on the final step of your appeal process.
   ➢ If not approved, your email will contain a brief explanation of your ineligibility.
   ➢ Federal regulations may prohibit the Financial Aid Office from approving certain appeals. (Decision will be based on how deficient your gpa and completion rates are from minimum standards and how many appeals you have previously submitted)

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Office Use Only: __ Appeal Ltr. Accepted    __Life Skills Completed    __SAP Calc Approved

Academic Plan Requirements GPA Required: __4.00 __3.5 __3.0 __2.5 __2.0

Completion Rate Required: __100% __75% __67%

__Denied Comments:_______________________________ Initial:_____ Date:___________