SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Appeals are reviewed for students who fail to meet federal and/or institutional financial aid requirements for Satisfactory Academic Progress and who can demonstrate that this resulted from extenuating circumstances beyond their control. Please submit this appeal form, along with all supporting documentation, to the Financial Aid Office.

Name__________________________________ ID #_________________________

INSTRUCTIONS - Check the circumstance(s) which prevented you from making satisfactory academic progress in Section 1 and provide the additional information requested. Then complete Section 2.

Section 1: Basis for Appeal

(A) ____ Illness or Injury: You (the student) or an immediate family member were injured or ill for an extended period of time. Please attach a copy of a statement from the physician and provide the following information:

Nature of Illness/Injury ________________________________________________________________

Name of Physician_____________________________________________________________________

Date(s) of Illness/Injury________________________________________________________________

(B) ____ Death in the Immediate Family: Please attach a photocopy of the death certificate, or death announcement listing surviving family members, and complete the following information:

Name of Deceased____________________________________________________________________

Relationship to You ____________________________ Date of Death__________________________

(C) ____ Other Extenuating Circumstances: You (the student) experienced some unusual circumstance not listed. Explain the extenuating circumstance and how it prevented you from making satisfactory academic progress on the following lines, and attach supporting paperwork, as appropriate. If your Satisfactory Academic Progress issue developed over the course of several semesters, you must explain the circumstances of each semester. Feel free to submit an additional page if you need more space.
Extenuating Circumstances Explanation

__________________________________________________________________________
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Section 2: Ensuring Future Success

Please explain what you have done or will do to resolve the issue(s) that prevented you from making satisfactory progress. Be very specific. There must be sufficient reason to believe that you will be able to make satisfactory progress in the future. Feel free to submit an additional page if you need more space.

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Date __________________________

Submit via ONE of the following:

Mail-Financial Aid Office, 400 Cedar Avenue, West Long Branch, NJ 07764
Fax-732-263-5577
Email-finaid@monmouth.edu