

## SAMPLE APPEAL TEMPLATE

To Whom It May Concern,

I am writing to appeal my Financial Aid SAP status. I understand I need a GPA of 2.0 and a completion rate of at least 67%. Right now, my GPA is \_\_\_\_\_ **[insert GPA]** and my completion rate is \_\_\_\_\_ **[insert completion rate]**.

In \_\_\_\_\_ **[insert semester, e.g., Spring 2020]**, I did not meet the SAP requirements because **[briefly explain the reason and provide details]**.

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In \_\_\_\_\_ **[insert semester, e.g., Summer 2020]**, I also didn't meet the SAP requirements due to **[briefly explain the reason and provide details]**.

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In \_\_\_\_\_ **[insert semester, e.g., Fall 2020]**, I again fell short of the requirements because **[briefly explain the reason and provide details]**.

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Getting my education is very important to me. I'm taking steps to improve, such as **[explain what you're doing differently now—e.g., using tutoring services, getting counseling, meeting regularly with professors, etc.]**.

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I've attached documents to support the reasons I mentioned above **[attach supporting documentation of the circumstances you mentioned above]**. These documents are related to the semesters I listed.

Thank you for taking the time to consider my appeal.

Sincerely,

\_\_\_\_\_**[Insert name and STC ID]**

If you need more space, please attach another page.