Financial Aid Office
General Appeals Form

Name ___________________________ ID ___________________________
Address ___________________________ Phone ___________________________
City/State ___________________________ Zip ___________________________

Satisfactory Academic Progress (SAP): Federal Regulations require schools to adopt certain minimum progress standards that students must meet to remain eligible for financial aid at the school. A summary of the SAP Standards is mailed to each financial aid student at least once a year and is also available online at www.ldsbc.edu in our catalog.

- This petition for “exception to policy” is a request for reinstatement of financial aid eligibility. Only complete appeals will be reviewed by the Financial Aid Office.
- Through this petition the student must demonstrate that unusual circumstances occurred which were beyond the student’s control. This petition must include a written detailed explanation, and supporting documentation.
- Written notification will be mailed within thirty days of submitting a completed petition.

Please submit the following:
- FORM: Read and complete the entire form. Appeals will not be considered unless the form is complete.
- LETTER: Attach a letter from yourself, addressed to the Financial Aid Office, describing your unique circumstance(s) and the reasons you are requesting an exception to policy. If applicable, address how the circumstances have been resolved so that future academic performance will not be affected.
- Documentation: Attach documentation to support all unusual circumstances detailed in your letter (see reverse).

Please check the box next to all that apply to you:

☐ CGPA: I did not maintain a cumulative grade point average of at least 2.0
☐ 67%: I have not completed at least 67% of my attempted credits at LDS Business College
☐ Max Hours: I have exceeded the maximum time frame allowed to earn a degree
  o I will graduate after ______________ semester of ___________
    (Fall, Winter, or Summer) (Year)
☐ Other: ________________________________________________

Student Certification Section:
By signing below, I certify that I have read and understand the information on this form. In the case of petitions regarding satisfactory academic progress, I further certify that I have read and understood the stipulations of the satisfactory academic progress policy. I also certify that all information submitted with this appeal is accurate and true, to the best of my knowledge, that all copies are unaltered, and that all documentation has been appropriately obtained. I understand that monetary or criminal penalties may be imposed for fraud committed in relation to obtaining federal financial aid.

Signature ___________________________ Date ________________

**PLEASE READ IMPORTANT INFORMATION ON REVERSE SIDE OF FORM**
COMMONLY ASKED QUESTIONS REGARDING THE APPEALS PROCESS

1. What type of documentation may be required for the appeal?

Acceptable documentation includes: 1) legible and exact copies of bills, statements, court documents, or other documents and 2) letters from the department of your major, medical doctors, or other professionals (all of which should be on letterhead). Signatures are required on all letters and forms. Petitions are not approved without supporting documentation.

2. How can I best present my case to the Financial Aid Office?

You are requesting an exception to the established minimum academic standards required to receive financial aid. First, in your letter, clearly state why you are requesting an exception to policy. Second, appropriate documentation will help justify that an exception is warranted.

3. How can I ensure that my petition will be processed in a timely manner?

Most delays occur when sufficient documentation is not provided. Also, submit the appeal as early as possible, and at least thirty days prior to the end of the term that you wish to receive aid for.

4. How does the Financial Aid Office determine the results of the petition?

The Financial Aid Office considers petitions to the SAP policy on a case-by-case basis. A student must demonstrate that uncommon events influenced academic performance during the terms in question. Events such as a severe illness, accident, or death of an immediate family member are typically considerations for an exception to policy. The Financial Aid Office may require information on steps taken to change a situation, if there is a question regarding continued impact on academic performance. Conflicts with a work schedule or problems fulfilling financial obligations to the College do not warrant an exception.

5. How does my work at other colleges and universities factor into the SAP policy?

Classes taken at other colleges or universities which are transferred to LDS Business College may be taken into account in regards to the Maximum Time Frame to Earn a Degree. Classes taken at other institutions do not affect your completion rate or your grade point average here at LDS Business College.

6. What if my cumulative grade point average is now above 2.0, or if I believe my aggregate completion rate is now above 67%?

You do not need to submit an appeal. Please submit a brief memo to our office requesting we review your file. Once we have reviewed your file you will be notified regarding your eligibility for financial aid.

7. What documentation do I need to submit if I am appealing the “Maximum Time Frame to Earn a Degree”?

In addition to your letter and any other documentation, you must include a Degree Audit Report from your academic advisor. This must show the classes you have left to take in order to complete your degree, as well as a tentative schedule of when you will be taking the classes.

8. If my appeal is approved, can I be reimbursed for past terms?

No. Policy does not allow aid to be reinstated for prior terms. For this reason, submit your completed appeal as early as possible, and at least 30 days prior to the end of the term. Also make sure that the rest of your financial aid file is complete so that, if approved, we may more quickly disburse any available aid.