

**Office of Financial Aid
112 College Drive
Wells, ME 04090
(207) 216-4403
finaid@yccc.edu**

(Be sure to password protect documents prior to sending through email)

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Students may appeal the *financial aid suspension* if it was caused by unusual mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of a family member, or other unusual circumstances.

Once this appeal form has been completed, please submit it within 10 working days of the notice of financial aid suspension to: Financial Aid Department, 112 College Drive, Wells, ME 04090, or e-mail to: finaid@yccc.edu with your supporting documentation. Appeals submitted without supporting documents will be denied.

Section A: Student Information

Last Name	First Name	M.I.
Student ID Number	Mailing Address	
Phone Number	Student Email Address	

Section B: Failure for GPA and/or Completion Rate

This appeal is based on the situation(s) checked below:

Illness or injury to the student or close relative. Please attach statement from a family physician attesting to the medical condition.)

Death of an immediate family member or close associate. Relationship: _____
Please attach a copy of the obituary or death certificate.

Other unusual mitigating circumstances, such as a family emergency. Please provide a written explanation and supporting documents – i.e. court records, clergy, police reports, letter from counselor or another unbiased third party, etc.

Please provide a written explanation detailing the reasons you failed to make Satisfactory Academic Progress (SAP). In addition, you must state what changes in your circumstances have occurred which will ensure that you will be able to meet our SAP requirements in subsequent semesters if your appeal is approved.

Section C: Failure for 150% (Maximum Hours)

Have you successfully completed one degree/certificate at York County Community College and are now attempting another?

Yes - Please provide a written explanation of your intent in pursuing an additional degree/certificate program and an Audit Transcript of the most current degree you are pursuing.

No - Unfortunately, an appeal may not be an option for regaining your financial aid eligibility.

Please provide a written explanation of your intent in pursuing an additional degree/certificate.

Section D: Please initial each item indicating that you have read and understand the information below.

- I understand that decisions on appeals are processed on a case-by-case basis.
- I have read the YCCC SAP policy and understand why I am not making satisfactory academic progress.
- I understand that appeals turned in without supporting documents will be denied.

If approved, I understand that I will be on an academic plan and be required to meet the terms of that Academic Plan.

Student Signature _____ **Date** _____

If you plan on emailing documentation to us, please password protect any documents that have personally identifiable information (such as a Social Security Number) prior to emailing it. Instructions can be found here: www.yccc.edu , click on “MyYCCC” at the top, “Campus Services”, “Financial Aid”, “Financial Aid Forms”, and “Password Protect Your Documentation”.