

Sample SAP Appeal Letter

John Privateer
Student ID# 1234567

June 4th, 2023

Office of Financial Aid & Scholarships
Privateer Enrollment Center
The University of New Orleans
105 Earl K. Long Library
2000 Lakeshore Drive
New Orleans, LA 70148

Proper Format:
include your name, ID number, date, office information & address the committee

Explain your circumstance and documentation you have provided.

Dear SAP Appeal Committee,

I am writing to appeal the loss of my federal financial aid eligibility due to not meeting Satisfactory Academic Progress (SAP) requirements and ask you to restore my eligibility to receive all forms of federal aid. I regret that I have been unable to meet the Satisfactory Academic Progress (SAP) requirements. Should I not receive aid, I will be unable to continue my education at the University of New Orleans.

During the Fall of 2022, I began to suffer from migraines. Experiencing daily migraines made it hard for me to concentrate in class and complete assignments and eventually disrupted my ability to function in daily life. The migraines became so intense that I could not make it out of bed for days. I fell behind in my courses and was no longer able to attend class due to the debilitating pain. After these occurrences, I decided to resign from the university and seek medical help. For your consideration, I have attached the following supporting documentation: a letter with the date of diagnosis from my medical provider including clearance to return to school, and email exchanges of me informing my advisor and professors of my health challenges.

I have made several changes since leaving the university to focus on my health. I received an official diagnosis of migraine disorder and have since been put on a treatment plan. My treatment plan includes medication that has helped me to return to my daily life and education on how to manage my condition. In addition to taking my medication as prescribed, I see my neurologist every 6 months. Bi-yearly appointments ensure that my treatment plan is working and I receive continuous education on what things trigger my migraines. Now that I have a grasp on my condition, I am confident in my ability to move ahead with completing my degree. I ask that you please extend grace and grant me another chance to pay for my education.

Thanks in advance for your consideration.

Sincerely,

X

John Privateer
555-555-5555
Jprivateer@uno.edu

Sign your statement here
(print & sign, physical signature required)

Explain what steps you have taken or will take to perform better academically and steps taken to resolve your circumstance.