TCL Financial Aid Office - Satisfactory Academic Progress (SAP) Appeal Form

**Deadlines**

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<tr>
<th></th>
<th>Priority Date</th>
<th>Last Day for Current Term</th>
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<tr>
<td><strong>Spring 2014</strong></td>
<td>January 3, 2014</td>
<td>May 5, 2014</td>
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<tr>
<td><strong>Summer 2014</strong></td>
<td>May 13, 2014</td>
<td>August 5, 2014</td>
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**If you do not submit by the Deadline, it will be reviewed for the following term.**

There are three required items to appeal, failure to include all three will result in an automatic denial.

1. **A completed appeal form.** You must address all terms where you experienced academic problems or withdrawals and include:
   a. actions you took to make an effort to meet your responsibilities and how you improved.
   b. a detailed explanation of the factors that were beyond your control which contributed to your lack of academic progress and what has changed in order for you to be successful?
   c. the steps are you taking to prevent future unsatisfactory academic progress and a plan of what will you need to accomplish in order to meet SAP by the end of the next term.

   For students submitting an appeal form for more than 150% of program hours attempted the following must be included in the appeal form:
   i. A description of your goals at TCL with an explanation of why you have not met graduation requirements yet and documentation to support your reasons.
   ii. An outline of actions have you taken to make sure you graduate in the near future.

2. **Proof** the event you described occurred. For example include medical bills, letters from doctors, police reports, obituary notices, divorce decrees, employers, etc.

3. **Current Program Evaluation** with courses needed to graduate with your declared major.

4. **Appeal Forms may be returned by in any of the following ways:**
   - In person – at the Beaufort, New River, or Hampton Campus
   - Mail: Technical College of the Lowcountry- Attention Financial Aid – P.O. Box 1288, Beaufort, SC 29901-1288
   - FAX 843-525-8285
   - Scanned and emailed to financialaid@tcl.edu (must be sent through TCL student email account).
   Note the documents must be scanned to ensure the student’s signature is present.

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The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions and employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.
Supplemental Financial Aid SAP Appeal and Process Information:

- The circumstance must be resolved allowing you the ability to successfully complete coursework or an appeal will not be granted.
- The outcome of an appeal may include a denial or probationary period which requires you to complete and follow an academic plan.
- Appeal decisions including restrictions and conditions will be sent via email to your official student email account.
- If denied, students may submit a written request for a review of the appeal to the Director of Financial Aid. The Director’s decision is final. If the decision is to uphold the original denial, the student may not submit any subsequent requests for funding consideration. In order to regain financial aid eligibility, students must meet SAP Standards. Students who do not meet requirements will lose eligibility for federal student aid at Technical College of the Lowcountry.
- Students may not appeal based on the same event twice.
- If appealing you are encouraged to set-up a payment plan with the Business Office as an appeal can take up to 45 business days to review. If your appeal is submitted by the priority deadline and you had financial aid deferring the payment of your tuition and fees at the time your suspension was posted, your tuition and fees will continue to be deferred until a decision is made on your appeal. If you did not have financial aid at the time your suspension was posted, you will need to pay your tuition and fee bill or enroll in TCL’s Tuition Payment plan. Failure to do so will result in your classes being dropped.
- If your appeal is denied you are responsible for any unpaid tuition and fees, you must contact the Business Office immediately to settle any payments.
- If you register for classes, you must attend in order to be eligible for financial aid.
- Due to the large volume of appeals submitted, it may take several weeks to be reviewed. Once a decision on your appeal has been made, you will be contacted within 72 hours through your TCL student email account.

CERTIFICATION STATEMENT: I certify the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documentation. I understand appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in all future semesters. I understand the completion of this application does not constitute an approval of my appeal. I will be notified of the final decision through my TCL student e-mail account. I understand all documentation must be attached to this form or it will not be reviewed or approved.

Student Signature_______________________________________ DATE________________

FOR OFFICE USE ONLY

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<tr>
<th>Approved</th>
<th>Academic Plan Requirement</th>
<th>FAC13APL</th>
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<tbody>
<tr>
<td>Denied</td>
<td>One Semester Approval</td>
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<tr>
<td>Incomplete</td>
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<td>Comments</td>
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Appeal Expiration Entered By________________________