



Satisfactory Academic Progress Appeal

Federal regulations require schools, colleges, and universities that administer federal student financial aid funds to have and enforce standards of academic progress. Amberton University's standards can be found on the University's website, www.Amberton.edu. Students who do not meet the established standards may appeal to have their eligibility extended for another term. Appeals are granted under limited circumstances.

Return this completed form and supporting documentation to:

Financial Aid Department
Amberton University
1700 Eastgate Drive
Garland, TX 75041
Email: FinAid@Amberton.edu

Student Information

Name: _____ AUID#: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (best contact number): _____

Amberton email address: _____

Appeal Requirements

- State clearly and concisely your reason for requesting an exception to the SAP policy.
- Explain any anticipated grade changes that might change your status.
- Be specific in explaining why courses were dropped (if applicable).
- Attach documentation of unusual circumstances that may have affected your performance (i.e., physician's letter explaining the nature and date of an illness).
- State what you have done or what you will do to ensure Satisfactory Academic Progress in the future.
- Sign and date your letter confirming that the information presented in appeal is true and conforms to the conditions agreed to when you signed the FAFSA.

Once the Financial Aid Office has reviewed the appeal and documentation, a written decision will be mailed and emailed. If you have any questions about completing this form and submitting your appeal, you may contact the Financial Aid Office at (972) 279-6511 ext. 168 or at FinAid@Amberton.edu.

****Financial Aid Office Use Only****

Date Received: _____ Date Reviewed/Processed: _____

University Personnel: _____ University Personnel: _____