



## **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](http://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  
13601 LBJ Fwy  
Garland, TX 75041  
Email: [FinAid@Amberton.edu](mailto: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. 134 or at [FinAid@Amberton.edu](mailto:FinAid@Amberton.edu).

### **\*\*\*\*Financial Aid Office Use Only\*\*\*\***

Date Received: \_\_\_\_\_ Date Reviewed/Processed: \_\_\_\_\_

University Personnel: \_\_\_\_\_ University Personnel: \_\_\_\_\_