



Satisfactory Academic Progress Appeal Form for Financial Aid APE

For students not meeting Pace of Progression or GPA Measures

Student Name _____ Student ID _____

Address: _____
City State ZIP

(____) _____
Valid Phone Number E-mail Address

Last Semester Attended: _____ Semester requested for Aid reinstatement: _____

READ BEFORE CONTINUING:

Please use the lines below to explain the extenuating circumstance(s) that prevented you from receiving a C or better in the classes listed on your transcript for each semester attended at KCC. **Include dates of any incident and attach neutral third party documentation (required for consideration). Third party documentation is required for all SAP appeals.** Submitting the appeal without third party documentation will limit chances of approval. For an accurate review of your appeal, it is suggested that you complete these questions in a typed format. Return your appeal with all required documentation to the Financial Aid Office. Once reviewed, you will be notified of the decision through your KCC Email account.

**If you are currently enrolled in classes under a suspension status, you may be responsible for all out of pocket expenses if your appeal is denied or approved after the add/drop date.*

Discuss the actions that you have taken or will take to make satisfactory progress in the future.

To the best of my knowledge all the information on this form and supporting documents are accurate and complete. I acknowledge that if the form is incomplete, it will prolong the final decision.

Student's Signature

Today's Date

Below line is for Financial Aid Office to complete

-
- Approved Probation 1 (One semester) Probation 2 _____ (e-mail Academic Plan)
Date
 - Denied

Financial Aid Officer

Date

Submit to: Kellogg Community College Financial Aid Office
450 North Avenue Battle Creek MI 49017 ~ 269-965-4123 ~ fax 269-966-4089
Email: finaid@kellogg.edu ▪ Website: www.kellogg.edu/financialaid