



Financial Aid Appeal for Satisfactory Academic Progress

Financial Aid • 7502 Fondren Road • Houston, Texas 77074-3298 • Tel 281-649-3749 • Fax 281-649-3298

You are no longer eligible to receive financial assistance at the Houston Baptist University because you did not meet the standards of Satisfactory Academic Progress (SAP) during your warning semester. Adherence to the standards is required by Federal and State regulations governing academic progress toward the completion of a college degree or certificate. The standards apply to all financial aid applicants and recipients at the Houston Baptist University.

Your warning semester was based upon your failing to meet minimum academic standards. If there were unusual circumstances that affected your academic progress, you have the right to appeal your status. The Financial Aid and Scholarship Office at HBU may make an exception to the Satisfactory Academic Progress requirements in individual cases, if you can demonstrate that your failure to meet the minimum standard was caused by **extreme or unusual circumstances beyond your control**. In those cases where these circumstances can be documented, and approved by the Senior Director of Financial Aid and Scholarships, the student may have eligibility reinstated for one probationary term.

Students who are requesting a probationary term must submit and be approved to follow an academic plan to be eligible for additional aid. Students following an academic plan will be given one semester to attain the university's Satisfactory Progress policy. If the standards are not met, the student will not be eligible for federal aid until the standards are met.

Deadlines and Procedure

To make an appeal for a probation semester, all of the following procedures must be followed and all necessary documentation must be provided. The appeal must be submitted within 10 days of the date of the notification that you did not meet the conditions of your warning semester.

Required Documentation for probationary period:

1. Completed and signed Financial Aid Appeal for Satisfactory Academic Progress Form
2. A typed letter (no longer than one page) explaining the unusual circumstances and how they affected your ability to meet Satisfactory Academic Progress, and what has changed in your situation that would allow Satisfactory Progress to be met at the next evaluation. Do not discuss in your appeal your need for financial aid as part of your rationale for reinstatement of federal aid. It is assumed that any student filing an appeal is doing so based upon financial need.
3. Provide documentation that proves your unusual circumstances during the term for which an appeal is being made. For example, if the reason is medical, a letter from a physician or copies of medical bills. The letter should state the medical problem, when it occurred and whether it will interfere with future school attendance. This documentation cannot be from another student, parent, or spouse.
4. Complete the Satisfactory Academic Progress (SAP) Workshop at:
<http://hbu.fatvcounseling.com/cms/register>.
The initial step requires you to register as a user before you will see the step to complete the SAP workshop and in order to receive credit for completing the workshop you must use your H-number and HBU email address in the registration process.

A decision regarding the appeal will be based upon the information provided at the time the request is submitted. You will receive a written notification of the decision within 10 business days of the appeal request. If a decision has not been made on your appeal by the time classes begin, you will need to make payment arrangements or you may be dropped from your classes. All decisions are final.



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Name:		H#:			
Address:					
City:		State:		Zip:	
Telephone:			Email:		
Indicate the next semester will you be attending (check one):					
<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring					
The information provided on this form, in my written statement, and all accompanying documentation, is accurate and complete to the best of my knowledge. I also agree to provide additional documentation if requested by the Financial Aid Office.					
Student's Signature :			Date:		

If you do not meet Satisfactory Progress after the warning term, to be eligible for further federal aid you must follow an academic plan. The plan must list at a minimum the courses that you will take in each remaining term of the current school year. Asterick any repeat courses.

Academic Plan of Study

******THE PLAN OF STUDY MUST BE SIGNED BY THE STUDENT'S ADVISOR******

Student's Signature _____		Fall 20__	Student's H # _____
Course #	Description	Credits	
Spring 20__			
Course #	Description	Credits	
Summer 20__			
Course #	Description	Credits	

Advisor's Printed Name:	Advisor's Signature:	Date: