



# AVE MARIA UNIVERSITY

## Office of Financial Aid

5050 Ave Maria Blvd, Ave Maria, FL 34142-9505 • 239-280-1669 tel • 239-280-2559 fax  
AMUFinancialaid@avemaria.edu

## Satisfactory Academic Progress Petition for Reinstatement 2019-2020

Students who failed to meet Satisfactory Academic Progress (SAP) due to extenuating circumstances may appeal the loss of federal financial assistance for the 2019-2020 academic year. The SAP policy is posted at [www.avemaria.edu/financialaid](http://www.avemaria.edu/financialaid). It is the student's responsibility to review and understand SAP policy. Federal Aid consists of; Pell Grant, SEOG Grant, Direct Loans and Federal Work study.

**Instructions:** You may submit the completed and signed 2019-2020 SAP appeal as follows:

- Via the Net Partner Portal. Upload the form and supporting documents to the link, "SAP Petition"
- by fax: 239-280-2559
- by mail to the address listed above
- in person to the office of Financial Aid

### The following items **MUST** be submitted for your petition to be reviewed

1. Personal statement clearly detailing the extenuating circumstances (illness, emergency, etc.) which you believe caused you to not meet one or more of the measures of the Standard of Satisfactory Progress for Financial Aid Recipients.  
Be specific:
  - Indicate date/time periods i.e., semesters, involved.
  - Indicate how the circumstances affected you/your academic record.
  - Provide pertinent details. Use additional paper, if necessary.
2. Attach documents supporting your extenuating circumstances  
*Documentation may include but is not limited to one or more of the following:*
  - A written statement from a medical or mental health professional, your academic advisor, or a credible professional, such as a member of the clergy or other college or university official, of the impact of an illness/emergency on your academic performance.
  - An objective report of an occurrence such as a police report, divorce documents, obituary, insurance damage reports for natural disasters, bill for services related to an emergency, etc.
  - A written statement from your academic advisor which clearly states any transfer credits not accepted by your college, or which confirms administrative error, such as courses you were advised to take in an inappropriate sequence, etc.
  - Death certificate of an immediate family member, ie, parent, sibling.

# Satisfactory Academic Progress Petition for Reinstatement 2019-2020

## Section I: Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program of Study/ Major: \_\_\_\_\_

## Section II: Certification

- I am petitioning for reinstatement of Federal Financial aid eligibility which may be comprised of the Pell Grant, SEOG Grant or Direct Loans.

Explain the extenuating circumstance(s) that caused SAP failure. (Attach extra sheets if necessary.)

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Based on your circumstance as described above, explain what has changed that will enable you to successfully meet SAP in the future.

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## Section III: I further understand that:

- Submission of this appeal does not guarantee reinstatement of federal and/or Florida state aid.
- Financial aid will be suspended until all components of SAP have been met if the petition is not approved. Evaluation of SAP takes place at the end of each term.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_