

FINANCIAL AID OFFICE

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FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL – 2nd Level

☐ FALL 2015 ☐ SPRING 2016 ☐ SUMMER 2016

Name: _____

Student ID: _____

The Second Level SAP Appeal is for students who:

- were denied a First Level SAP Appeal and,
- are providing additional justification and/or supporting documentation not originally included in the First Level Appeal.

Second level appeals are reviewed on a case-by-case basis on the date in which they are received. This process may take up to 3 weeks to complete from the date submitted. You will be notified by mail and your *my.vcccd.edu* portal of the appeal decision.

Instructions: Please complete this form by answering all questions and providing all appropriate documentation to support your appeal. First level appeals will be included with this request. Incomplete appeals will delay the second level appeal process.

APPEAL DEADLINES

Fall 2015: November 3, 2015

Spring 2016: April 5, 2016

Summer 2016: July 12, 2016

Appeal Questions (REQUIRED): *Please attach separate sheet(s) if additional space is needed.*

1. Are you including additional documentation that was not included in your first appeal? ☐ Yes ☐ No

2. Is there any information NOT included in your first appeal that you would like included with your second level appeal?

STUDENT CERTIFICATION

- I certify the information contained in this appeal form, supporting documentation and statements of circumstances are accurate and complete to the best of my knowledge.
- I understand that by submitting this appeal form, approval is not guaranteed.
- I understand any false information will be the cause for denial, reduction, and/or repayment of student financial aid received.

Student's Signature: _____

Date: _____