



## **Title IV Federal Student Aid Satisfactory Academic Progress Appeal Application and Instructions**

To be eligible to receive Title IV federal student aid (i.e., Pell Grant, Teach Grant, Direct Student Loan, Perkins Loan, FSEOG, Work-Study, Nursing Loans, PLUS Loans), students must maintain satisfactory progress as stated in Northwest Nazarene University's Financial Aid Satisfactory Academic Progress (SAP) Policy. This policy complies with the U.S. Department of Education federal regulation Section 668.32.

The Financial Aid Office reviews academic progress after each semester. Students who do not meet the satisfactory academic progress requirement are notified of their ineligibility for institutional and federal aid and have the option to appeal. The submission of an appeal application **DOES NOT GUARANTEE** the reinstatement of cancelled aid.

Recognizing the often personal and sensitive nature of a student's request, the appeal materials are held in strict confidentiality. It is important to complete and submit this application in the manner described, for review by the Appeals Committee. The Committee is comprised of representative from the Office of Financial Aid, Student Accounts, Accounting, and the Center for Academic Success and Advising. Some examples of reasons for an appeal may include:

1. The death of an immediate family member (parent, spouse, sibling, child, grandparent, in-laws).
2. Serious illness (physical or mental) of the student that may have necessitated withdrawal from all classes in order to recover, or that may have contributed to the student doing poorly in his/her classes.
3. Serious illness or injury of an immediate family member that required extended recovery time.
4. Significant trauma in the student's life that impaired his/her emotional and/or physical health.
5. Other documented unexpected circumstances beyond the student's control.

Students are notified in writing regarding the outcome of the appeal. Students granted an appeal will be placed on Financial Aid Probation and receive their institutional and federal aid for that payment period. The denial of an appeal does not prohibit students from enrolling at NNU.



## Title IV Federal Student Aid Satisfactory Academic Progress Appeal Application

### Student Information

Last Name	First Name	MI	Phone Number	Student ID #
Street Address	City		State	Zip
Email Address				

#### DEADLINE:

- Appeals need to be received within **one week** of notification by NNU of the appeal status, unless otherwise indicated.

#### Section 1: Circumstances.

Check the categories that apply to your situation.

- The death of an immediate family member, i.e.** a parent, spouse, sibling, child, grandparent. Attach a photocopy of death certificate or notice. State the relationship of the deceased to you.
- The serious illness or injury of the student.** Attach a statement from your physician and or counselor. Explain the nature and dates of the illness or injury in Section 2.
- The serious illness or injury of immediate family member.** Attach a statement from the attending physician, explaining the nature and dates of the illness or injury in Section 2.
- Significant trauma in the student's life that impaired the student's emotional and/or physical health.** Provide a detailed letter of circumstance including the dates and what you have done to overcome this condition. Supporting documentation from a third party professional must be attached.
- Other unexpected documented circumstances beyond the student's control.** Third party professional documentation must accompany your detailed letter of circumstance.

**Section 2: Explanation of the Situation.**

Please explain your situation in a clear and straight forward manner. Describe how what happened prevented you from making academic progress.

### **Section 3: Explain Measures Taken**

Explain measures you have taken to change your behavior or circumstances to assure your successful academic progress in the future.

**Section 4: Describe your support system in this effort.**

**Section 5: What other responsibilities do you have while attending NNU?**

**Certification:**

What is your anticipated graduation date (mm/yyyy)? \_\_\_\_\_

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**I certify that all of the information and documentation submitted as part of this application process is true. I understand that submission of this application does not guarantee reinstatement of my aid. I further understand that I will be on Financial Aid Probation and will receive institutional and federal funds for one (1) payment period if this appeal is approved. I understand that I must meet the SAP standards or the requirements of my Academic Plan after the appeal period in order to continue to receive federal student aid.**

You will be notified if additional information is required, and of the status of your request. If you have any questions, please contact the Office of Financial Aid. Phone: 208-467-8638 Email: [financialaid@nnu.edu](mailto:financialaid@nnu.edu)

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