### Instructions

To appeal the loss of your federal financial aid eligibility:

1. **Complete and submit this SAP Appeal Form.** Make sure all sections are complete and signed by you.
2. **Include a Personal Statement.** On a separate sheet of paper, provide a detailed, signed, personal statement explaining how the mitigating circumstances impacted your ability to meet the SAP standards. Your statement should include the dates (day/month/semester) of the circumstance and the steps you have taken to prevent these circumstances from affecting your future academic performance.

Please be advised that incomplete applications or applications lacking sufficient documentation and signatures will be denied. You will be notified via email of the outcome within 2-3 weeks of appeal submittal.

### Reason for Appeal and Required Documentation

Check the circumstance that applies to you and provide the applicable supporting documentation along with your personal statement. If you are appealing due to mitigating circumstances, the circumstances must have occurred within your last three terms of attendance.

- **Serious illness or injury of student.** Attach a written statement from a physician or medical professional on official letterhead and indicate the nature of the illness. *Statement must include the dates of the illness or injury.* Do not submit medical records or medical billing information.
- **Serious illness or injury of immediate family member (child, spouse, parents/guardian or sibling).** Attach a written statement from a physician or medical professional on official letterhead and indicate the onset of the illness. *Statement must include the dates of the illness or injury.* Do not submit medical records or medical billing information.
- **Death of immediate family member (child, spouse, parents/legal guardian or sibling).** Attach a copy of the obituary or death certificate. In your personal statement, include the name of the deceased and his/her relationship to you. Also, specify how this death impacted your ability to be successful.
- **Other unusual circumstances (examples include: house fire, victim of crime, etc.).** Required documentation: In your personal statement, provide a detailed explanation regarding the nature of the unusual circumstance and the applicable dates. You must provide supporting documentation to corroborate your statements such as a police report, insurance claim, or a letter from impartial third party (examples include: lawyer, minister, teacher or counselor, etc.)
- **Returned to UB within the last three terms after an absence of 5 or more years and have been successful in your current courses but do not meet SAP due to your previous academic history.** Attach a personal statement as outlined above. We will access your UB transcript to determine your current academic success.

### Certification and Signature

Check each box to acknowledge that you have read and understand the terms and conditions pertaining to the SAP Appeal Process.

- I understand that I must be registered for the semester I am submitting the appeal for.
- I understand that the submission of an appeal does not guarantee approval and the committee decision is final.
- I understand that I am responsible for all charges if I choose to remain registered for classes after the last day to drop without financial obligation.
- I certify that all information provided in this document is true, complete and accurate to the best of my knowledge. I further understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid. Also, purposely giving false or misleading information on this worksheet may lead to fines, jail sentences, or both. I authorize the University at Buffalo to make any change(s) necessary as a result of the updated information that I have provided.

Student Signature: ____________________________ Date: ____________________________