

Submit forms utilizing one of the options below. Note: email is not a secure form of communication, do not submit documents via email.

- Electronically via the Secure Document Upload Center - financialaid.buffalo.edu/forms/documentation-upload-center/. Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name.
- Fax to 716-645-6566
- By mail to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260

Last Name: _____ First Name: _____ UB person number: _____

Instructions

Federal financial aid regulations state that a student must make progress towards a degree in accordance with the school's Satisfactory Academic Progress policy. A student's federal financial aid eligibility is terminated if the minimum SAP standards are not met after the Financial Aid Warning period has ended. However, a student has the right to appeal the loss of federal financial aid eligibility if extenuating circumstances existed. Complete the appropriate sections of the appeal form and submit by the corresponding deadline:

Summer deadline: July 31

Fall deadline: November 15

Spring deadline: April 15

Section 1: Appeal Reason

1. I am requesting an appeal for the loss of Financial Aid eligibility for the following semester:
 - Summer 2020
 - Fall 2020
 - Spring 2021

2. I am requesting an appeal for the loss of Financial Aid eligibility for the following reason(s):
 - Did not meet Grade Point Average Standard:** my GPA is below published standards
 - Did not meet the Pace Standard:** high percentage of failed or withdrawn courses
 - Maximum Time Frame:** number of attempted credits exceeds program requirements

3. **Extenuating Circumstances:** please check the appropriate boxes that caused you to fail the SAP standards:
 - Serious illness or injury to the student**
 - *Required:* 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 to an immediate family member (immediate family member is defined as: child, spouse, parents/legal guardian or sibling).**
 - *Required:* 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.**
 - Death of immediate family member (child, spouse, parents/legal guardian or sibling).**
 - *Required:* 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. Specify how this death impacted your ability to be successful.
 - Other Unusual Circumstances** (e.g. military, house fire, crime victim, academic withdrawal, deferred academic dismissal, COVID-19, etc.)
 - *Required:* In your personal statement, provide a detailed explanation regarding the nature of the unexpected circumstances. You must provide supporting documentation (**if applicable**) to corroborate your statements.

4. **Personal Statement:** on a separate piece of paper, detail the extenuating circumstances that have taken place and what steps you have taken to ensure your future success at UB. In addition, if you are a reentry student or have been granted a deferred dismissal please include this in your statement.

Section 2: Statement of Understanding and Signature - Please handwrite your signature. Typed Signatures cannot be accepted.

- Check each box to acknowledge that you have read and understand the terms and conditions
- I understand that I must be currently registered for the current term prior to submitting an appeal.
 - I understand that I am responsible for all charges incurred regardless of the SAP Appeal status.
 - I understand that the submission of an appeal does not guarantee approval; and **the committee decision is final.**
 - Reinstatement to the university or an approved academic withdrawal does not guarantee receipt of financial aid.

Student Signature: _____

Date: _____

