

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

First Name: _____ Last Name: _____ 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 15

Fall deadline: November 15

Spring deadline: April 14

Section 1: Appeal Reason

- I am requesting an appeal for the loss of Financial Aid eligibility for the following semester:
 - Summer 2022
 - Fall 2022
 - Spring 2023
- I am requesting an appeal for the loss of Financial Aid eligibility for the following reason(s):
 - Did not meet Grade Point Average Standard:** 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 - Did not meet the Pace Standard:** high percentage of failed or withdrawn courses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
- 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.
 - Serious illness or injury to an immediate family member**
 - *Required:* Attach a written statement from a physician or medical professional on official letterhead.
 - Death of immediate family member (child, spouse, parents/legal guardian or sibling)**
 - *Required:* Attach a copy of the obituary or death certificate.
 - Other Unusual Circumstances** (e.g. military, house fire, crime victim, academic withdrawal, deferred academic dismissal, COVID-19, etc.)
 - *Required:* Supporting Documents (*if applicable*) to corroborate your statement.
- 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. Please note: as university employees, we are mandatory reporters and are required to report any violations or alleged violations of Title IX.

Section 2: Academic Summary

- I am currently working towards:
 - Bachelor's Degree
 - Master's Degree
 - Other _____
- Expected Graduation Date: _____

