



**FINANCIAL AID OFFICE**  
Satisfactory Academic Progress Appeal Form

You are no longer eligible to receive financial assistance at Sussex County Community College because you did not meet the standards of Satisfactory Academic Progress (SAP). Adherence to these standards is required of all financial aid recipients by Federal and State regulations governing academic progress toward the completion of a degree or certificate program.

You may appeal for a reinstatement of financial aid eligibility by completing this form and submitting the items listed below. The circumstances under which a student would be permitted to submit an appeal are: death of a relative, injury or illness of the student or other special circumstances which you must document. Appeals must be submitted in writing to the Financial Aid Office two weeks prior to the start of the semester for which you are requesting reinstatement of aid. **Appeals will not be reviewed without documentation.**

Name \_\_\_\_\_ SCCC ID \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Telephone/Cell# \_\_\_\_\_ Major/Program of Study \_\_\_\_\_

Semester requesting reinstatement of aid eligibility \_\_\_\_\_

My academic difficulties were due to reasons as outlined in my attached written and SIGNED statement.

Please check off to indicate you have provided each of the following:

- The completed and SIGNED appeal form
- A written, SIGNED statement outlining the reason(s) for your appeal. You must describe in your appeal letter what special circumstances have caused your academic difficulties AND what has changed in your situation that will now allow you to demonstrate satisfactory academic progress.
- Documentation to support your reason for appeal. (Medical notes from your doctor, obituary for a relative, copies of police reports, notes regarding change of employment, etc.)

**Student Signature:** \_\_\_\_\_

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

**Turn in required forms or documents to the SCCC Financial Aid Office in one of the following ways:**

- US Mail: SCCC Financial Aid Office B212, 1 College Hill Road, Newton, NJ 07860
- Fax: 973-300-2224
- On Campus – Use the Locked Drop Box in the B-Building Hallway outside the Financial Aid Office (B212). Place your documents in a SEALED ENVELOPE and write your name, ID number and phone number on the envelope in case we have any questions.
- Call our office at 973-300-2225 if you have issues submitting documents or forms.