



<b>Student Last Name</b>	<b>Student First Name</b>	<b>Student ID Number</b>

Students who have had their financial aid cancelled due to not meeting the Satisfactory Academic Progress (SAP) requirements may file an SAP appeal to have their aid reinstated for the upcoming academic year. Students who wish to appeal are encouraged to submit all substantial documentation 14 days before the start of the semester that they are seeking financial assistance for.

The SAP appeal must include a written statement that outlines the extenuating circumstance(s) e.g. of *extenuating circumstances include injury or illness, death or injury of a relative, or any other unforeseen circumstances*; any of these situations must be documented, explaining the student's academic difficulties **and** provide an academic plan that when followed, will put the student back on track to meet SAP requirements.

- Detailed explanation on how the extenuating circumstance impacted the student's ability to meet Satisfactory Academic Progress during the past academic year.
- What changed in the student's current situation that will allow the student to meet SAP moving forward.

In addition to the written statement, the student must complete the below academic plan that outlines the courses that will be taken each semester to improve their SAP standing. A meeting with an academic advisor to assess the viability of the academic plan is highly encouraged.

Summer 2026		Fall 2026		Spring 2027	
Course Name & Number	Credit Hours	Course Name & Number	Credit Hours	Course Name & Number	Credit Hours
Ex. Mgmt 350	3 hrs	Ex. Mgmt 350	3 hrs	Ex. Mgmt 350	3 hrs

The student's written statement and the academic plan are considered by the Office of Financial Aid's SAP Appeal Committee in re-evaluating the student's academic success at Benedictine.

**NOTE:** Submitting an SAP appeal does not guarantee your appeal will be granted, nor that financial aid eligibility will be reinstated. You can submit this form and the required statement via email to [financialaid@ben.edu](mailto:financialaid@ben.edu); or upload the completed form to the Financial Aid [dropbox](#).

All of the information provided on this form is accurate and complete to the best of my knowledge.	
<b>Student's Signature (Required)</b>	<b>Date</b>