



**KING'S  
COLLEGE**  
TRANSFORMATION. COMMUNITY. HOLY CROSS.

## Financial Aid Office Satisfactory Academic Progress Appeal Form

The Financial Aid Office at King's College has established an appeal process for students whose aid has been suspended due to the failure to meet Federal Financial Aid Satisfactory Academic Progress requirements. Reasons for a review of your record must include extenuating circumstances such as (but not limited to): medical issues, employment status changes, homelessness, or death of an immediate family member.

Submitting an appeal does not guarantee approval. If your appeal is denied, you will be ineligible for federal financial aid and are fully responsible for your King's College charges.

Name: \_\_\_\_\_ KC Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Academic Year: \_\_\_\_\_ (I.e., 2024-25)

Term of Appeal:  Fall  Spring  Summer

### SECTION ONE: WHY AM I APPEALING THE LOSS OF MY AID?

Check One:	In your letter of appeal provide the following information:
<input type="checkbox"/> Student Injury or Illness	Explain the nature of your illness or injury (including dates) in your appeal letter. Attach documentation from the attending physician, therapist, or counselor. This documentation must include dates of the injury, illness, and/or therapy. We will <u>not</u> accept prescription pad notes.
<input type="checkbox"/> Death of an immediate family member (parent, grandparent, sibling, spouse, or child.	State the relationship of the deceased to you in your appeal letter. Attach a copy of the death certificate.
<input type="checkbox"/> Illness of an immediate family member (parent, grandparent, sibling, spouse, or child.	State the relationship of the ill/injured person to you and explain the nature of the illness or injury (including dates) in your appeal letter. Attach documentation from the attending physician, therapist, or counselor. This documentation must include dates of the injury, illness, and/or therapy. <b><i>This includes COVID-19.</i></b> We will <u>not</u> accept prescription pad notes.
<input type="checkbox"/> Other extenuating circumstances	These would be circumstances outside of your control. In your appeal letter explain the reason you failed to make satisfactory academic progress. If available, provide documentation to support the reason(s) you state in your appeal letter. <b><i>This includes circumstances related to the COVID-19 pandemic.</i></b>

**SECTION TWO: MY APPEAL LETTER**

*Typewritten* and no longer than one page that includes the following information:

1. Explain the reason (as selected in Section One) that you failed to meet the SAP requirements. Focus on the particular terms and/or courses for which you registered but did not earn the credits or earned less than the minimum required GPA. Be specific but concise in your explanation.
2. Describe what has changed in your situation that will allow you to make satisfactory progress at the end of the next evaluation.
3. If you have used any academic resources such as, (1) Academic Advisement, (2) Academic Skills Center, (3) KC Counseling Center, and/or (4) Achievement Plus.
4. Provide third party documentation to support the claim(s) you make in your appeal letter. Refer to documentation required for the appeal reason you selected in Section One for guidance.

**Please note: Appeals based on your need for financial aid and/or being unaware of the academic progress policy are not reasons for reinstatement of financial aid.**

Classes and tuition will not be held or waived pending an appeal. *Decisions will be communicated to the student using their King's College email account.*

By signing this form, I certify that I have read and understand the appeal review process and that the information and documents provided are true and accurate.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Incomplete appeals will not be processed.**

**Please return this form and all supporting documentation to:**

**King's College  
Financial Aid Office  
133 North River Street  
Wilkes-Barre, PA 18411**

**Fax: 570-208-6015**

**Or email to:**

**[finaid@kings.edu](mailto:finaid@kings.edu)**

**At this time, we are unable to accept images such as, but not limited to: JPEG, GIF, PNG, TIFF, PSD**