**Kean University**  
**Office of Financial Aid**  
**Satisfactory Academic Progress (SAP)**  
**STUDENT APPEAL FORM**

**This appeal is for:**  
16/SP Semester

**DEADLINE DATE TO SUBMIT APPEAL:**  
16/SP – January 15, 2016

Students who are denied financial aid at Kean University due to unsatisfactory academic progress may appeal to have their financial aid eligibility reinstated. An appeal can only be submitted if a student’s failure to make satisfactory academic progress is based upon extenuating circumstances beyond the student’s control. The student must submit this completed Satisfactory Academic Progress Appeal Form, along with all related supporting documentation.

**NOTE:** All appeal decisions are final. Appeals submitted without supporting documentation will be automatically denied.

| Student Name: ____________________________ | Kean ID# ____________________________ |
| Mailing Address: ____________________________ | Number and Street City State Zip Code |
| Program of Study: ____________________________ | |
| Telephone Number: ( ) ____________________________ | Kean E-Mail: ____________________________ |

My signature below certifies the validity of the information contained on this form and all attachments. It also authorizes Kean University’s Office of Financial Aid to verify the information submitted.

**I understand that I will be responsible for payment in full and/or making alternative payment arrangements while this appeal is being processed, regardless of the decision rendered by the SAP appeal committee.**

| Student Signature: ____________________________ | Date: ____________________________ |

**STUDENT SECTION II**

You MUST attach the following documentation to this appeal form:

1. **Typed statement** explaining the extenuating circumstances that prohibited you from meeting the University’s Financial Aid Satisfactory Academic Progress (SAP) requirements as well as what changes have occurred that will enable you to meet satisfactory academic progress requirements in the future. *The timeframe of your extenuating circumstance, as well as the supporting documentation should be consistent with the semester you did not meet SAP requirements.*

2. **Documentation to support your extenuating circumstances** (i.e., letters confirming medical treatment, confirmation of illness or death of an immediate family member, etc.).

Completed appeals should be forwarded to the attention of the:  
Financial Aid SAP Appeal Committee  
C/O Office of Financial Aid  
Kean University, 1000 Morris Avenue, Union, NJ 07083