

PAINÉ COLLEGE

Office of Financial Aid
1235 Fifteenth Street Augusta, GA 30901-3182

Telephone: 706-822-8262 1-800-476-7703
Fax: 706-822-8691

2022-2023 – SATISFACTORY ACADEMIC PROGRESS APPEAL GUIDELINES

A. Student Information (Please Print)

_____ Student's Last Name	_____ Student's First Name	_____ Student's M.I.
_____ Student's Street Address (include apt. no.)	_____ Student's Social Security Number	_____ Student's ID #
_____ City	_____ State	_____ Zip Code
_____ Student's Home Phone Number (include area code)		_____ Student's Email Address
_____ Student's Alternate or Cell Phone Number		

B. Explanation of Circumstances

Explain on a separate sheet why you were unable to meet Satisfactory Academic Progress (SAP) standards, using the following guidelines:

- Be specific in describing the factors that caused your academic difficulties.
- Outline the changes you have made that will allow you to improve your academic performance.

C. Appeal Documentation

You must attach appropriate supporting documentation to this form, according to these guidelines:

- If a family member of significant person in your life has died, please attach a copy of the obituary or death certificate.
- If you, a family member, or a significant person in your life has had a serious illness, accident, or injury, please attach a statement from a doctor or other professional third party, and/or a police report, and/or hospital bill.
- If you or your parent has had a divorce, please attach a copy of a letter from an attorney or the divorce decree.
- If you have experienced personal problems or issues with your spouse, family, or roommate, please attach a statement from a doctor, counselor, attorney, or other professional third party.

D. Filing Instructions

The filing deadline for SAP appeal consideration for Fall Semester 2022 is June 11, 2022. For Spring Semester 2023 is January 10, 2023. Incomplete appeals will not be considered. Sign and date all documents. Sign and return this form along with all appeal documentation to:

**Paine College
Financial Aid Office
1235 Fifteenth Street
Augusta, GA 30901**

I acknowledge receipt of the 2016-2017 Satisfactory Academic Progress Appeal Guidelines.

Student Signature

Date