

Office of Financial Aid  
5817 Wesleyan Drive  
Virginia Beach, VA 23455  
(757) 455.3345

Students may appeal the loss of their financial aid eligibility if it was caused by extenuating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member, death of an immediate family member, or other unusual circumstances.

Once this appeal form has been completed, please submit it to the financial aid office with all supporting documentation. Appeals submitted without supporting documentation will be \_\_\_\_\_.

Last Name, First Name, MI

Student ID#

Address

City, State, Zip Code

Area Code and Phone Number

Please check the term you would like to utilize the appeal  
appropriate year.

and fill in the

- Fall 20
- Spring 20\_\_\_\_\_
- Summer 20\_\_\_\_\_

\_\_\_\_Completion Rate

\_\_\_\_Grade Point Average

\_\_\_\_150% Maximum Timeframe

Personal illness or illness of an immediate family member. Please attach a statement from a family physician attesting to the medical condition.

Death of an immediate family member. Relationship:

Please attach a copy of the obituary or the death certificate.

Other unusual mitigating circumstances. Please provide a written explanation and supporting documentation (i.e. court records, police reports. Letter from counselor or other unbiased third party)

**\*\*Issues with instructor(s)/course(s), job conflicts, misuse of time management, transportation problems, or child care conflicts constitute as unusual mitigating circumstances and will not be considered.**

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Please provide a written explanation detailing the reasons you failed to make Satisfactory Academic Progress (SAP). In addition, you must state what changes in your circumstances have occurred and your plan of action going forward that will ensure that you will be able to meet our FASAP requirements in subsequent semesters if your appeal is approved. Please attach additional sheets if needed.

