NOTRE DAME
DE NAMUR UNIVERSITY

Office of Financial Aid
1500 Ralston Ave, Belmont, CA 94002
Website: www.ndnu.edu/financial-aid/

Email: finaid@ndnu.edu
Telephone: (650) 508-3741
Fax: (650) 508-3635

Satisfactory Academic Progress (SAP) Financial Aid Appeal Form

Notre Dame De Namur University is required by federal regulations to verify that you are maintaining Satisfactory Academic Progress (SAP) in your course of study at NDNU in order for you to qualify for federal financial aid. If you have been placed in SAP disqualification status by NDNU, you need to complete this SAP Financial Aid Appeal Form to be considered for reinstatement to SAP eligibility. You are only eligible for one SAP appeal during your academic career at NDNU.

Deadline: Appeals for reinstatement to SAP eligibility for financial aid must be made for your next semester of enrollment. For example, if you are disqualified following the Spring Semester, you need to indicate in Step 1 below, when you next plan to attend NDNU.

According to your enrollment intention you need to submit your appeal according to the following deadlines*:
Summer: July 1   Fall: October 15   Spring: March 15

*In all cases it is advisable that you submit your appeal as soon as possible following your disqualification. No financial aid will be disbursed to your account until/unless you have filed your appeal and your appeal has been deemed acceptable by the NDNU SAP Appeals Committee and the Director of Financial Aid.

Student's Information

_____
Student ID

_____
Student Last Name   First Name   Middle Initial

_____
Email

_____
Street Address   City   State   Zip

_____
Anticipated Graduation Date (MM/YYYY)

Step 1: Semester for which you are requesting an appeal (check one):   ☐Fall   ☐Spring   ☐Summer   Year:

Step 2: Appeal Information

Financial aid ineligibility can be appealed if you have suffered undue hardship. Please indicate below which situation(s) best applies to your circumstances. Your appeal should include supporting documentation. Examples of this type of documentation are listed in the chart.

Check all Circumstances that Apply	Recommended Documentation
☐ Medical (severe illness, death of a family member, other)	• Physicians letter, death certificate, medical bill
☐ Personal (psychological, issues in residence hall, relationship)	• Counselor's letter, Note from NDNU Housing
☐ Academic (enrolled in inappropriate major, struggle with particular classes)	• Letter from advisor/faculty member

Step 3: Explain your circumstances

Attach a signed explanation of the circumstance that prevented you from maintaining Satisfactory Academic Progress and the reason for the basis of this appeal. You must state:

1.   What the problem was;
2.   When the problem occurred;
3.   How long the problem lasted;
4.   How this affected your ability to complete your coursework; and
5.   What you are doing to prevent this from happening again.

Be as detailed as possible and explain how your documentation supports your circumstance.

Step 4: Certification of Information

• I certify that the information I have provided is true and complete to the best of my knowledge. I realize that giving misleading information or forged documentation will result in my being reported to the Office of Student Conduct for appropriate disciplinary action. Furthermore, I realize that additional information may be requested by the Office of Financial Aid to further support my appeal.

• I have read and understand NDNU's Satisfactory Academic Progress Policy, which can be found at : http://www.ndnu.edu/financial-aid/satisfactory-academic-progress/

_____   _____

Student's Signature (required)   Date

Be sure all forms, letters and documents are signed. *Note: Digital Signatures will not be accepted.*

Submit Appeals by: A scanned PDF version of your appeal sent to finaid@ndnu.edu is preferred. Handwritten letters and photographed documents are not acceptable.

 If you are unable to submit your appeal by scan, please fax documents to (650)508-3635 or bring them to the Office of Financial Aid located in St. Mary's.