



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY: APPEAL AGAINST CANCELLATION OF US FEDERAL LOAN

An appeal must be submitted to the US Loans Administrator within ten working days of receipt of the Notice of Suspension of financial aid.

Family/Last Name:		Given Name:	
Student Number: @		School:	
Programme:		Year of Study:	Level:
Address			
Postcode..... Telephone Number			
State clearly the reasons why your participation and/or attendance in programme activities/teaching sessions have failed to satisfy minimum requirements. You should attach documentary evidence supporting your reasons where applicable.			
Please indicate what assurances you can give that, if your appeal is upheld, your attendance and participation for the remainder of the programme will improve and at least satisfy minimum requirements.			
You must sign this form and return it to your School Office. If you are unable to deliver the form in person you must contact the School Office to obtain email contact details for submission of the form by electronic means.			
Signed:		Date:	