

**PSU LETTER OF APPEAL
REQUESTING REINSTATEMENT OF FINANCIAL AID
FOR SATISFACTORY ACADEMIC PROGRESS (SAP)**

Name

Phone

Student ID#

Email

Major

PLEASE PRINT CLEARLY

1. Use this form as a cover page.

2. Attach a typed or word-processed Letter of Appeal which addresses the following:

- a. Explain why you did not make satisfactory academic progress
- b. Explain in detail what changes have occurred (or will occur) that will allow you to make satisfactory academic progress in future.
- c. **OPTIONAL:** Attach any documentation you feel will support your appeal. You might want to document difficulties you experienced which prevented your progress in the past. Or you might want to document a solution to past troubles. Documentation could be a letter from someone with whom you have been working who can support your appeal letter (Doctor, Counselor, Instructor, Advisor, Minister, etc.) Or documentation could be something to verify a past event, (hospital records, accident report, etc.)

3. If Undergraduate, attach a completed copy of a Degree Plan provided by PSU's Undergraduate Advising Center (Located in the lower level of Mary Lyon Hall - Room 034, or call 535-3065).

4. Complete online financial literacy process at:

<http://mappingyourfuture.org/oslc/counseling/index.cfm?act=intro&OslcTypeID=43>

Notification will be automatically sent to us once this process is completed.

Once Steps 1-4 have ALL been completed and required documentation has been received, PSU Financial Aid Team will begin reviewing your appeal and a decision will be made within two weeks.

Return this completed form to the [PSU Financial Aid Team](#),

MSC #18, 17 High Street, Plymouth, NH 03264.

FAX: 603-535-2627, Phone 603-535-2338, Toll Free 877-846-5755

****OFFICE USE ONLY****

Appeal Approved _____ Appeal Approved/Aid Modified _____ Appeal Denied _____

Financial Aid Committee Review Action: _____

Official Signature

Date