



SAP APPEAL CHECKLIST

FOR STUDENT USE:

STEP 1:	Complete the SAP Appeal Request form
STEP 2:	Attach your typed appeal statement and any other supporting documents
STEP 3:	Sign and attach Informed Statement
STEP 4:	Submit all of the above to the Financial Aid desk
STEP 5:	Appeal will be sent to the SAP Committee within 7 to 10 working days (OR once semester grades post).
STEP 6:	Student will be notified by email of the committee's decision with further instructions. (Aid will not be applied/activated UNTIL you completely follow all requirements listed in the email.)

During the appeal process, you must pay your own expenses such as tuition, fees, books, supplies, etc. on or before all published deadlines or your classes will be cancelled. The Office of Financial Aid will not guarantee tuition nor authorize any other charges pending an appeal outcome.

Financial Aid Call Center: 270-707-3830

For more information go to http://www.hopkinsville.kctcs.edu/Costs_and_Financial_Aid/Satisfactory_Academic_Progress.aspx

