

Wolford College Student Financial Services  
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Clearly PRINT or TYPE responses

Student's Name: \_\_\_\_\_

SSN: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**STEP 1: INDICATE THE REASON YOU NEED TO APPEAL - mark all that apply**

- My cumulative grade point average is below 3.00.
- I did not complete the required number of credits. I am deficient \_\_\_\_\_ credits.
- I have exceeded the maximum time frame for enrollment.

**Attach a current degree requirement and evaluation sheet signed by your academic advisor.**

**STEP 2: WRITE YOUR APPEAL LETTER AND DOCUMENT YOUR CASE**

Describe why you became deficient in the areas identified in Step 1 and provide appropriate documentation of the extenuating circumstances mentioned in your letter of appeal.

**STEP 3: COMPLETE PAGE ONE OF THIS APPEAL FORM**

**STEP 4: SUBMIT YOUR COMPLETED APPEAL FORM, LETTER AND SUPPORTING DOCUMENTS TO STUDENT FINANCIAL SERVICES**

CERTIFICATION: I certify the information on this Satisfactory Academic Progress Appeal, my written appeal, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I will provide other information as requested by Wolford College Student Financial Services. I realize that a final decision may not be made on my Satisfactory Academic Progress Appeal unless all steps above are complete and until I submit any additional information if requested by Wolford College Student Financial Services. I understand any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Return this completed appeal form, letter of appeal and any supporting documentation to:**

**FAX (239)649-0381  
Wolford College Student Financial Aid Director  
4933-Tamiami Trail N Suite #200  
Naples, Florida 34103**