

RIT | Office of Financial Aid and Scholarships

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(585) 475-2186
RITAid@RIT.edu

REQUEST FOR FEDERAL FINANCIAL AID PROBATION

Student Name _____ University ID _____
Phone Number (____) _____

This “Request for a Federal Financial Aid Probation” form provides you the opportunity to appeal the loss of federal aid eligibility for failure to make Federal Satisfactory Academic Progress (SAP). If your request is approved, you will be placed on Financial Aid Probation. If your request is denied, you will be ineligible to receive federal financial aid until you are meeting SAP standards.

PLEASE DO NOT SUBMIT THIS FORM UNLESS YOU WISH TO RECEIVE YOUR FEDERAL FINANCIAL AID: Examples of Federal Financial Aid: Pell Grant, SEOG, Subsidized Loan, Unsubsidized Loan, Graduate PLUS Loan, Parent PLUS Loan and Work-Study.

Your appeal must include the following two documents to be considered for federal financial aid:

- Request for Federal Financial Aid Probation:** There are two critical parts to this form:
 - A reflective, detailed summary of the reason(s) why you were unable to attain Federal SAP. Examples include death or illness of an immediate family member, difficulties in a program of study requiring you to change your major, personal/emotional difficulties, or you had a serious illness. If your reason includes a serious illness, you may be asked to provide proof such as a doctor’s note, hospital record, etc.
 - A well planned and reflective summary of the steps you will/are taking to ensure you are able to meet Federal SAP standards.
- Federal SAP Action Plan: Contact your current academic advisor to schedule an appointment to complete your Federal SAP Action Plan.** Your advisor will have the Federal SAP Action Plan template and will complete it with your help. The SAP Action Plan will show what you need to accomplish academically each semester to regain federal SAP. You must meet or exceed the goals outlined in the plan to continue to receive federal financial aid. **Please note...this Federal SAP Action Plan is not the Academic Success Plan that students may need to complete when on Academic Probation in their academic department.**

Based on the semester/term you are seeking a Federal Financial Aid Probation, both this “Request for a Federal Financial Aid Probation” form and your “Federal SAP Action Plan” must be submitted to the RIT Office of Financial Aid & Scholarships by the following deadlines:

Summer Semester: June 10
Fall Semester: October 10
Spring Semester: March 10

Failure to follow these guidelines will result in automatic denial and thus the loss of federal aid eligibility for the semester(s) you are not meeting SAP. In some cases, institutional grants may also be rescinded.

There is a limit to the maximum number of times a student can receive a Federal Financial Aid Probation based on their degree program:

Baccalaureate – Maximum of two times, each lasting no longer than three consecutive semesters
Associate – One time only, lasting no longer than two semesters
Graduate – One time only, lasting no longer than two semesters
Certificate – One time only, lasting no longer than one semester

Please complete all the sections on this page:

Student Name _____ **University ID** _____

Section A: Please describe why you were unable to attain Federal Satisfactory Academic Progress (attach additional paper if necessary).

Section B: Please provide an explanation of the steps you will/are taking to achieve Federal Satisfactory Academic Progress (attach additional paper if necessary).

Section C: STATEMENT OF CERTIFICATION

I have reviewed the [RIT Federal Satisfactory Academic Progress policies](#). The information provided on this form is true and accurate. I understand if approved for Financial Aid Probation, and I do not meet the minimal requirements of the Action Plan or it is determined that I cannot regain Federal SAP by the end of my approved Federal Financial Aid Probation period, I will lose federal aid eligibility until I again meet federal SAP requirements. I recognize I may request Federal Financial Aid Probation in the future as long as I meet guidelines to re-apply.

Section D: SIGNATURE

Student	Date
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Please upload this completed form to www.rit.edu/aid/upload and then select *Satisfactory Academic Progress (SAP) document* or mail to our office.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to prison, or both.