



# PVCC Financial Aid

## SAP Appeal Example Letter

Date

PVCC Financial Aid

To Whom It May Concern,

### Paragraph 1

This letter is to appeal to the PVCC Financial Aid Office so I may continue receiving Federal Financial Aid at Piedmont Virginia Community College. The reason(s) I have not met Satisfactory Academic Progress is...

- Explain in detail any extenuating circumstance(s) that contributed to your current academic standing.
- Provide documentation supporting your extenuating circumstance if possible (medical records, funeral announcement, etc.).

### Paragraph 2

Explain how circumstances have changed and will allow you to perform at a satisfactory level.

- Changes you have identified as beneficial in any of the following areas: academics, campus activities, family, social, work, etc.
- Explain the tools you will use (ex: tutoring, study groups, etc.).

### Paragraph 3

Conclude with reiterating why the committee should consider your appeal and explain a specific action plan that you will follow to attain academic success. Use specific examples.

What are your goals for the next semester and how will you achieve them?

Sincerely,

Student Name

Student ID Number

Student Address

Student Phone Number