



# Satisfactory Academic Progress Appeal

Financial Aid Office  
3000 NE 4<sup>TH</sup> STREET | RENTON, WA 98056-4123  
(425)235-2434 FAX

Student ID:	Social Security Number:	
Last Name:	First Name:	Middle Initial:
Student E-mail Address:	@student.rtc.edu	
Indicate which quarter you failed to meet SAP and are appealing:		
Summer_____	Fall_____	Winter_____ Spring_____

*All appeals must be submitted with supporting documentation and a written statement as outlined below. Appeals without documentation are generally denied. Students may not appeal a repayment or debt owed to the college, Department of Education or Washington State Achievement Council. Students will be informed by email to their RTC student email address of a decision. Appeals may be submitted to the Financial Aid Office, located on the 2<sup>nd</sup> floor of the I building, or faxed in to (425)235-2434.*

## Why are you appealing for reinstatement of eligibility?

Please select from the following:		
	<b>Description</b>	<b>Examples of Supporting Documentation</b>
<input type="checkbox"/>	Death of immediate family member	Death certificate and/or obituary
<input type="checkbox"/>	Unexpected medical illness or severe injury	Physicians letter documenting time frame of illness, dates of treatment, clearance to return to school
<input type="checkbox"/>	Unusual or Extraordinary life altering event	Court paperwork, police reports, accident report, letter from shelter director, clergy or counselor

**In addition to providing the above required documentation, you must attach a statement written by you, describing in detail the following items:**

- 1. What happened?** Explain why you did not successfully pass all of your classes. Specify the circumstances that were beyond your control and how your academic performance was affected.
- 2. What documentation have you provided?** Describe how the documentation you are attaching supports your appeal.
- 3. What are you doing to stay successful in future terms?** Address the steps you've taken to resolve your situation so it will no longer interfere with successful completion of your classes. Clearly present the things you are doing to be successful.



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## How the appeal process works

Appeals are reviewed by the Financial Aid Director. You will be notified of the Directors decision through your Renton Technical College student email.

- ☐ If you submitted your appeal by the 5<sup>th</sup> day of the quarter and you are registered for classes in the upcoming quarter, a temporary hold will be placed on your account so you are not dropped for non-payment while your appeal is reviewed. If your appeal is submitted after the 5<sup>th</sup> day, no hold be placed on your account.
- ☐ If your appeal is approved, a hold will remain continuous and your financial aid eligibility will be reinstated on a probationary status. Your probationary terms will be listed in the notification email.
- ☐ If your appeal is denied, the hold on your account will be immediately removed and you will be responsible to pay your tuition and fee charges. The reason for denial will be listed in the notification email.
- ☐ If you choose to withdraw from all of your classes you may owe tuition to RTC regardless of whether your appeal was approved or denied. You will be notified by mail and/or email by the business office if you owe a repayment.
- ☐ Federal and State regulations require the Office of Financial Aid to monitor a student's continued eligibility for financial aid at the end of each quarter.

**STUDENT CERTIFICATION AND SIGNATURE:** By signing and submitting this appeal, I certify that all of the information reported is true and correct. I understand that providing false, misleading or partial information to obtain financial aid could result in termination of all aid and may lead to repayment of funds and/or prosecution under the U.S. criminal code.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Renton Technical College does not discriminate in the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director, Human Resources Development, 3000 NE 4<sup>th</sup> Street, Renton, WA, 98056, (425)235-2352*

Financial Aid Office Use Only

Program of Study \_\_\_\_\_

Approved ☐

Denied ☐

Reason:

Initials \_\_\_\_\_

Date \_\_\_\_\_