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American International College is required by federal regulation to ensure students receiving financial aid are making satisfactory academic progress (SAP) toward the completion of their degree or certificate program. Students who do not meet the minimum requirements outlined in the SAP policy are not eligible for federal or state financial assistance.

If extenuating circumstances interfered with your ability to meet SAP standards, you have a right to appeal. Visit [www.aic.edu/SAP](http://www.aic.edu/SAP) for full SAP information and policy.

Extenuating circumstances may include, but are not limited to:

• Illness, accident, or injury experienced by you or a significant person in your life

• Death of a family member or significant person in your life

• Severe personal, family and/or psychological problems

• Severe financial problems and/or homelessness

• Other unexpected circumstances beyond your control

**Please answer the following questions with a written response:**

Name:

Student ID:

AIC Email:

Cell Phone Number

**Please answer the following questions with a written response:**

1. What problem(s) did you experience and how did they affect your ability to make academic progress? Please explain **all** semester difficulties, not just the most recent. Your eligibility for financial aid may be suspended because you have received poor grades, or withdrawn from classes several times, not just once. Appeals that fail to address your complete academic history will be denied.
2. What changes have occurred in your circumstances, and what plans have you made to successfully complete your course work in the future?

**Please attached supporting documentations for your appeal:**

If you or a family member was hospitalized, attach a copy of your discharge paperwork or a letter from your attending doctor attesting to the dates of your hospitalization and any subsequent effect on your ability to return to school.

* If you had serious personal issues, you might attach a letter from your personal counselor, psychologist, or social services counselor.
* If you suffered a death in the family, you might attach a copy of the death certificate or obituary along with an explanation of the relationship.
* If you are unable to provide documentation, attach a typed explanation of why you are unable to provide it.

**PLEASE ATTACH YOUR APPEAL DOCUMENTATION TO YOUR EMAIL TO FINANCIAL AID**

**Academic Improvement Plan:**

Undergraduates must also submit an Academic Improvement Plan created with the Advising Center. To create an Academic Improvement Plan (AIP) with a member of the Advising Center located in the Lower Level of Shea Memorial Library, please schedule an appointment by phone or email: 413.654.1440 or [Advising.Center@aic.edu](mailto:Advising.Center@aic.edu)

**PLEASE ATTACH YOUR ACADEMIC IMPROVEMENT PLAN TO YOUR EMAIL TO FINANCIAL AID**

**Signature**

**Date**

**TO SUBMIT YOUR FORM: EMAIL YOUR COMPLETED APPEAL TO FINANCIAL.AID@AIC.EDU**

**Alternative Submissions: Submit this form and supporting documentation to the Office of Financial Aid**

Mail: Office of Financial Aid, AIC, 1000 State Street, Springfield, MA 01109

Fax: 413.205.3912 | Call: 413.205.3259 | Email: financial.aid@aic.edu