

EMPL ID: \_\_\_\_\_

**SATISFACTORY ACADEMIC PROGRESS (SAP) PETITION FORM**  
**SPRING 2024 – STATE AID**

Student's Name: \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_

York E -Mail \_\_\_\_\_ Telephone (Cell): \_\_\_\_\_

➤ **Requesting State Aid Reinstatement for Semester:** **SPRING 2024** **Academic Year:** **2023-2024**

New York State guidelines require that students meet certain grade and course completion standards to be eligible for aid. Students must make Satisfactory Academic Progress towards their degrees, as defined by New York State, in order to continue to receive New York State aid TAP and APTS. For New York State aid, "Satisfactory Academic Progress" consists of two elements: academic progress and pursuit of program.

Academic progress is a measure of earning credits toward a degree with a specified grade point average. Pursuit of program is a measure of the student's degree completion.

York College is required to monitor whether or not a student is maintaining Title IV Satisfactory Academic Progress (SAP) in their course of study compliant with state regulations. Students who have been denied state aid because they have not met the requirements of the SAP policy are offered the opportunity to submit a petition to be considered for a financial aid probationary status.

In some cases, a student's failure to be in compliance with SAP is due to unforeseen events beyond the student's control. If such extenuating circumstances can be documented for the specific semester(s) when the deficiencies occurred, the student may initiate the petition process. Completion of this process does not guarantee that your financial aid eligibility will be reinstated. You are responsible for payment of your tuition regardless of your financial aid status. It is also your responsibility to be aware of all York College registration and payment deadlines.

**Please Note: Students may petition for both Federal & State Aid in the fall semester. Students may only petition for TAP in the spring semester.**

**I am petitioning to waive satisfactory progress block for state aid TAP**

**Due to (check ONE of the following ONLY):**

- Personal Tragedy (i.e. accident, death, eviction, incarceration, etc.)
- Illness or injury
- Change in Academic Program/Major in Semester
- Military Duty

**SAP PETITION PROCESS INSTRUCTIONS**

The SAP/OSAS Office must receive your **FULL PETITION PACKAGE** at once.

1. In order to change any decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Policy and submit the petition to the Committee for SAP petitions. Your petition package **must** include the following items to be considered complete:
  - a. This appeal form initialed, signed and dated.
  - b. A detailed, signed personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for financial aid (statement must be typed and attached to this form). **It is assumed by the Committee for SAP Petitions that any student filing a petition is doing so based upon the need for financial aid. Therefore, do not discuss your need for financial aid as part of your rationale for reinstatement of State Financial Aid.**



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This statement should include a clear reason for your specific request related to the box checked above:

- The date(s) the circumstance occurred (i.e., one time, or on-going, and the duration).
- How this circumstance affected you personally and academically.
- Steps you have taken to resolve your circumstances and confirmation that they have been resolved.
- An explanation of your ability to return to college and be successful.

***Documentation must be from an impartial third party (not a family member, friend, or roommate). Examples of third-party documentation include: official letter from a physician, a licensed professional psychologist, social worker or counselor, an employer, police or court reports, death certificate, divorce decree, eviction notice, etc.***

**Documentation:**

- Must include the name of the person providing the statement and their relationship to the student.
- Must support the claims made in your detailed personal statement.
- Should confirm your ability to return to college and be successful.
- Must be an original document signed, dated and stamped on official letterhead.

2. Submit the full SAP Petition form online to the Office of Student Academic Services at [OSAS Secure Portal](#).

## Student Certification for State Aid (TAP / APTS)

**Read the following statements carefully.**

**Your initials and signature certify that you have read and understand all the information on this form.**

Student Initials	Statement
	I am responsible for paying my tuition in full and on time, regardless of financial aid or the status of this petition form. I understand that failure to pay my tuition and/or fees may result in additional fees as well as my classes being dropped. I am responsible for any late fees or charges I incur as a result of not paying my tuition in full or on time.
	I understand that if my appeal is granted I must meet SAP standards in my next payment period or adhere to the academic plan as established by my academic advisor to meet SAP standards in my next two payment periods. I understand that I will forfeit financial aid if I do not adhere to my academic plan.
	I understand that I may only submit ONE petition in my academic career and certify that I have not received a previous approved appeal at any College for TAP Satisfactory Academic Progress.
	I understand that it is my responsibility to check the York e-mail account that I provided above to obtain the status of the outcome of my appeal. I understand the decision determined by the Committee on SAP Petitions may be appealed to the Provost.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor/Counselor's Printed Name: \_\_\_\_\_

Advisor/Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_