



Office of Financial Aid

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Appeal of Financial Aid Suspension 2026-2027 School Year

Please adhere to the below appeal submission **deadline date** for the semester for which you are submitting the appeal:

Full, A & B term:	Fall 2026 (August 3 rd)	Spring 2027 (Dec. 21 st)	Summer 2027 (May 5 th)
C- term:	Fall 2026 (Sept. 30 th)	Spring 2027 (Feb. 24 th)	Summer 2027 (May 18 th)

Follow these instructions if your eligibility to receive financial aid for the 2026-27 academic year has been suspended. You have an opportunity to appeal this decision. **Carefully read and follow the instructions below.**

1. **Log into OKTA Single Sign-On and select the Campus Logic icon** or by going to <http://albanytech.studentforms.com/>
 - i. Your log in credentials are the same as for OKTA (your username is your student email address and your password is your date of birth in mmddyyyy format, unless you have changed it).
 - ii. If you don't see the requirement for submitting an appeal you can add this requirement by selecting "Request" in the top right corner and then click the "+" sign next to SAP Appeal under the 26-27 Aid Year.
2. Your statement should include and describe the following points:
 - i. **Extenuating circumstances** that prevented you from meeting the Satisfactory Academic Progress (SAP) standards. **NOTE: Your appeal must cover the semesters/quarters you failed and/or withdrew from classes.** Examples of extenuating circumstances include, but are not limited to:
 - i. Death or serious illness or injury to an immediate family member
 - ii. Extended hospitalization or medical condition of student
 - iii. Victimization of a violent crime or natural disaster
 - iv. Eviction or homelessness
 - v. Automobile accident
 - vi. Other documented situations

Lack of transportation to school, work conflicts, lack of childcare, lack of motivation or poor performance in class are NOT considered extenuating circumstances. A change of major is also not considered an extenuating circumstance. An appeal should not be based upon your need for financial assistance.
 - ii. Specify dates/terms in which your situation occurred. If you are appealing more than one term, address each term separately.
 - iii. You must list a plan of action to resolve the cause of the circumstance and explain how it will not cause problems in the future.
3. Upload copies of **supporting documentation** such as doctors' letters/bills, death certificate, obituary, police reports, doctor's note, etc. **Failure to provide adequate documentation will result in your appeal being denied. Documents need to reference a date during the term you failed or withdrew. Notarized statements are used discretionally. Formal statements should be on letterhead.**

AFTER SUBMITTING YOUR APPEAL

If your appeal or payment isn't submitted before the semester's payment deadline, then your classes will be dropped for non-payment. Appeals are reviewed at the end of each semester after grades are posted. You can track the progress of your appeal on Campus Logic. **Appeals submitted after the deadline will be considered for the next semester.**

During the review, some of the factors that will be considered are:

1. Validity of the reasons for failing to meet the standards.
2. Resolution of the problems leading up to your failure to meet the standards.
3. Prior academic history (credits earned vs. credits attempted, GPA, number of repeats, etc.).
4. Number of previous suspensions and reinstatements.
5. Your demonstrated motivation to succeed and likelihood of future success.
6. Quality and thoroughness of appeal and supporting documentation. **The dates on your documentation must align with the dates of the semester(s) you failed to pass your courses.**

If your appeal is denied, you may request a secondary appeal in Campus Logic Aid **if you are providing new information that was not considered in your original appeal.** This appeal will also need to be accepted by the payment deadline.

Do not rely on the success of your appeal for tuition payment. Financial aid suspension will only prevent disbursements to your student account and does not affect any other services on campus.

If your appeal is approved, reinstatement does not guarantee an award. We will award you with the funds we currently have available. You are not guaranteed replacement of any previously awarded funds. You will be placed on Financial Aid Probation with conditions that may be required to gain aid eligibility.

As set forth in its student catalog, Albany Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status or citizenship status (except in those special circumstances permitted or mandated by law).

Important Reminder:

These are merely sample letters. Your letter should be specific to your situation and should explain why you did not meet SAP requirements. The documentation you submit will be based on and should support your reasoning.

Student is ineligible due to percentage completion and/ or grade point average (GPA)	Student is ineligible due to having completed more than 150% of the timeframe required for degree completion
Statement I wish to appeal my federal aid ineligibility as a result of failing to meet SAP requirements for the Spring 2021 and Summer 2021 semesters. What Happened While enrolled in the Spring 2021 semester I was involved in an automobile accident. I was hospitalized and on bed rest for two weeks with a broken leg. After release, I needed to have physical therapy every day for six weeks. Due to these factors, I was unable to complete the semester. In the Summer 2021 semester, I, unfortunately, became sick with COVID towards the end of the semester. I was unable to focus on my work and I fell behind wasn't able to pass my classes. What has changed My leg has healed and I have been released by my doctor to return to normal activities. I have recovered from COVID and have received both of my shots. I feel confident that I can continue my coursework and improve my academic progress. I intend to register and repeat the coursework in the classes that I failed. I have set up times with the tutoring center and replaced my vehicle so I have reliable transportation to get to campus. Documentation I have enclosed the following documentation: A statement from my physician showing that I was under his care during the above time frame, and why. A copy of my hospital bill showing the dates of my stay. A statement from my physical therapist indicating my therapy schedule. A copy of my Accident Report from the police department. A bill of sale for a car to replace the one that was in the accident. A copy of my positive COVID test. A copy of my COVID shots Sincerely, Adam Appeal	Statement I wish to appeal my federal aid ineligibility as a result of reaching the maximum timeframe SAP requirement after this semester. What Happened I did not complete my program within the 150% timeframe required to complete my degree because I was involved in an automobile accident during the Fall 2020 semester. I was hospitalized and on bed rest for six weeks with a broken leg. After release, I needed to have physical therapy every day for six weeks. After my leg healed I enrolled in the Summer 2021 semester. Half way through the semester I was unexpectedly laid off from my job. I had to focus on finding a new job so I could support my family. Due to this I fell behind on my school work. I was unable to complete the semester successfully and did not meet SAP requirements. What Has Changed My leg has healed and I have been released by my doctor to return to normal activities. I have replaced my vehicle so I have reliable transportation to get to campus. I have a new job with better hours so I can focus more on my schooling. I feel confident that I can continue my coursework and improve my academic progress to complete my program. Documentation I have enclosed the following documentation: A statement from my physician showing that I was under his care during the above time frame, and why. A copy of my hospital bill showing the dates of my stay. A statement from my physical therapist indicating my therapy schedule. A copy of the Accident Report from the police department. A bill of sale for a car to replace the one that was in the accident. A separation letter from the job that I lost. My unemployment records. An acceptance letter for my new job. Pay stubs to show that I am working at my new job. Sincerely, Adam Appeal