

SAP Appeal Term Requested	<input type="checkbox"/> Fall 2022	<input type="checkbox"/> Spring 2023	<input type="checkbox"/> Summer 2023
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Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate, or diploma program. All attempted credits count toward this limit, regardless of whether or not financial aid was received. You may be required to file a Maximum Timeframe Extension Appeal if you have already earned an Associate’s Degree. Please print out this completed Appeal Form and bring it to your meeting with the counselor/advisor. ***If approved, financial aid will only cover the courses listed by the Counselor/Advisor below.*** If you take courses not listed by the Counselor/Advisor below, financial aid may be suspended.

STEP 1: Student Information: Student must complete prior to meeting with counselor/advisor

Name _____ Westmoreland Student ID # _____

Full Address _____

Primary Telephone # _____ E-Mail Address _____

STEP 2: Written Explanation for Maximum Timeframe Extension Appeal - REQUIRED

Complete a typed explanation of why you were not able to meet SAP, using the text box on page 2. Be as detailed as possible.

1. What is your educational goal?
2. Why have you attempted so many credits and not completed your educational goal?
3. Why do you need additional time to complete your program of study? (Pursuing a 2nd Associate’s Degree, changed major, other extenuating circumstances, etc.)

Answer questions #1, #2, and #3 below: Student must complete prior to meeting with counselor/advisor

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their answers to questions #1, #2, and #3.

Student Name _____ Westmoreland Student ID # _____

Program of Study _____ Expected Graduation Date _____

Check program level: Certificate Diploma Associate's Degree

How many additional credits are **required** to complete this program(s) of study? _____

STEP 3: Academic Plan for subsequent semester: Student completes prior to meeting with counselor/advisor

ADVISOR/COUNSELOR MUST REVIEW AND APPROVE

Semester/Year: _____

Course	Anticipated Grade

Counselor's/Advisor's Name - **PLEASE PRINT**

Counselor's/Advisor's Signature (**Must** be signed in blue or black ink)

Date

Student's Signature (**Must** be signed in blue or black ink)

Date

Submit your completed appeal form and all supporting documentation to the Financial Aid Office by electronic submission from your Westmoreland student email account to financialaid@westmoreland.edu (SUBJECT LINE: APPEAL), by FAX (724-925-5802), in person (Student Enrollment Center located in the Student Achievement Center), or by mail (Westmoreland County Community College, Financial Aid Office, 145 Pavilion Lane, Youngwood, PA 15697).

Please allow 3 business days to confirm receipt of documents in your student portal and 2 weeks for processing **AFTER** we receive **ALL** requested documents.