

1. Provide a detailed explanation of the circumstances that led to the SAP non-compliance and why those circumstances are no longer affecting your academic performance. In addition, indicate what you have done to address the problems that have prevented you from maintaining SAP, and what you will do in the future to ensure that you will meet the SAP requirements. Please print legibly or type, using black ink. Attach additional sheets if necessary.

2. **Statement from your academic adviser.** This statement should be provided after you have been consulting with an adviser to improve your academic standing. The adviser should provide his or her opinion of your ability to improve academic performance and the number of credit hours in which you have been advised to enroll during the upcoming semester. **A statement from an academic adviser is required for all appeals in addition to your appropriate third party documentation.** It is strongly recommended that you obtain and review a copy of your unofficial academic transcript before you submit your appeal.
3. **Certifications and signature.** I am requesting to have my financial aid eligibility reinstated. I understand that the Financial Aid Office may deny without question any SAP appeal that is incomplete or lacks documentation. I am, therefore, submitting my SAP appeal with appropriate documentation. By signing this form, I certify that the information on this form is truthful and accurate.

Signature

Date

You may return this form by:

Mail	Fax	Hand Delivery
Randolph-Macon College Financial Aid Office P. O. Box 5005 Ashland, VA 23005	(804) 752-3719	Thomas Branch – 1 st Floor 114 College Avenue