**Financial Aid Reinstatement**

**Satisfactory Academic Progress (SAP) Appeal Process**

Once a student has been placed on Satisfactory Academic Progress Suspension, the student can appeal the Financial Aid office to have their aid reinstated. To do so they must fill out the Satisfactory Academic Progress (SAP) Appeal. Appeal forms are available in the Heritage Financial Aid Office or via the Financial Aid/Forms page: <https://www.heritage.edu/student-resources/financial-aid>. It is important that the form be reviewed, signed and submitted with all required supporting documentation. Incomplete appeals will remain in a pending status until all requirements are met.

 The Financial Aid office has the discretion to deny a student’s appeal and or determine additional criteria for students to meet, if they deem it is in the best judgement of the student’s future academic success. Example: Funding reinstated for a student, but based on poor completion history, funds are limited to a half-time enrollment level.

Appeals are not a guarantee of reinstatement, and subsequent submissions in continuing terms will be scrutinized for unique and emergent situations, different from prior submissions.

Student’s submitting a completed SAP Appeal will be notified of the decision made via email.

**If a student’s appeal for financial aid reinstatement is denied, they have two options outlined below:**

**Continuation Contract** – Financial Aid suspension is not intended to prevent you from remaining enrolled at Heritage University. It is however done with the intent of protecting students from exhausting their financial aid grants or getting into excessive loan debt when satisfactory progress has not been met. If the student agrees to the Financial Aid Continuation Contract they can earn reinstatement of financial aid by enrolling and successfully completing\* at least one college level course at their own expense.

(Successful completion =complete all classes during that semester with a GPA of 2.0 or higher)

Students who have improved standing enough to meet the Satisfactory Academic Progress (SAP) Standard MUST notify the Student Financial Services office in writing stating they believe they have met terms for reinstatement. Action cannot be taken until a complete review has been performed by the Financial Aid Office. Student’s seeking reinstatement via this method will be notified of via email after a decision has been determined.

OR-

**Formal Appeal** – for the Office of Financial Aid to reconsider this decision, you must request a formal meeting in writing requesting a Financial Aid Suspension appeals meeting. For assistance regarding this option please contact the Office of Student Affairs.

**ADDITIONAL NOTES:**

Students cannot appeal any balance that is owing to the College as a result of Financial Aid Repayment/Return of Title IV Funds Policy or Enrollment Level Policy.