

EVC Financial Aid & Scholarships Office
Extenuating Circumstances Form

Student ID:

Name:

Academic Program (Major):

Extenuating Circumstances & Satisfactory Academic Progress

Your financial aid offer is contingent on you maintaining Satisfactory Academic Progress (SAP). If you are not meeting SAP at the end of each semester, you may be disqualified until you meet the SAP requirements.

You can appeal this disqualification if you experienced an extenuating circumstance that affected your academic progress. This means that you experienced something that was out of your control and was not common to the entire student population. For example, having a busy part-time job would not qualify for an SAP appeal.

Examples of these extenuating circumstances include:

- The death of an immediate family member or close relative (i.e. mother, father, grandparent, sibling, or immediate family such as a related aunt or uncle)
- A serious injury or illness (physical or mental) that required medical intervention
- Significant, unanticipated family obligations due to medical issue or illness
- A catastrophic loss due to fire, flood, or natural disaster that affects the student's academic attendance or performance
- An involuntary call to active military duty
- An unsafe or abusive environment
- Any undue hardship that prohibits the successful completion of coursework

Please answer the following questions:

Do you have an extenuating circumstance as defined above, Yes or No?

In most cases, supporting documentation is required with your appeal. Examples of supporting documentation include:

- Obituary/Death certificate
- Documentation from your (or your family member's) medical provider
- Documentation from your (or your family member's) insurance provider
- Military orders
- Police report
- Statement from a third party (preferably in a professional capacity e.g. lawyer, employer, health professional, government entity)

Do you have supporting documentation of your extenuating circumstance, Yes or No?

If yes, please upload this form **and** the supporting documentation with your SAP Appeal on EVC Student Forms.

If you **do not** have supporting documentation. **You must still upload this form** with your SAP Appeal for review. If more information is required, we will contact you after reviewing your written statement.

If you choose not to appeal your SAP status, your financial aid will be reinstated once you are meeting SAP requirements. If you have additional questions on extenuating circumstances, please contact the financial aid office.