

EVC Financial Aid & Scholarships Office  
Special Circumstances Form

Student ID:

Name:

Academic Program (Major):

**Special Circumstances & Satisfactory Academic Progress**

Your financial aid offer is contingent on 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 may appeal this disqualification if you experienced a special 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 Special circumstances include:**

- Death of a relative or other significant person
- Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person
- Pregnancy or birth of a child (or adoption)
- Homelessness (or difficulty securing reliable housing)
- Loss of, limited, or difficulty finding childcare
- Loss or change in employment
- Loss of, limited, or difficult access to personal or public transportation
- Being a victim of a serious crime, including, but not limited to, domestic abuse, even if
- the crime was not reported or did not result in criminal prosecution or civil liability
- (Impacts from a) Natural Disaster

**Please answer the following questions:**

**Do you have a special 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 special circumstance, Yes or No? \_\_\_\_\_**

If **yes** to question 2, please upload this form and the supporting documentation with your SAP Appeal on EVC Student Forms.

If **no** to question 2, you must still upload this form with your SAP Appeal for review. The Financial Aid Office recognizes that in some instances, it may be unreasonable or potentially re-traumatizing to produce third-party documentation. If you cannot obtain documentation, you may self-attest to the circumstances that prevent you from maintaining SAP. 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 meet SAP requirements. If you have additional questions about special circumstances, please contact the financial aid office.