Preparing Your SAP Appeal Tool Kit

Calendar

Be aware of key deadlines, including drop for non-payment and fee refund dates. To view the Foothill Academic Calendar, please visit: [Academic Calendar](#)

To view the Last day to ADD/DROP a course with a refund and without a "W" grade, LOG IN to MyPortal > SELECT Apps from menu > Under Students, SELECT Student Registration> VIEW Your Class Schedule. All deadlines are enforced.

Complete the Appeal Form
Your letter of explanation should include the extenuating circumstances that may have prevented you from meeting financial aid SAP requirements. Please refer to some [Examples for writing a successful SAP appeal](#) for help in writing your letter.

Give Examples

In your letter, include changes you will make or resources you will use to ensure your future academic success (e.g., EOPS advising, counseling, tutoring, etc.).

If Possible- Gather Documentation

Include documentation to support your letter of explanation (e.g., medical documentation, pay check stubs, transcripts, a current educational plan approved and locked by a Foothill Academic Counselor, etc.).

Meet with A Financial Aid Professional or a General Counselor

*EOPS and DRC students can schedule an appointment with their EOPS or DRC counselor

Discuss your circumstances, review your letter and your supporting documentation, and prepare a manageable academic plan.

Prepare Backup Plan

If your appeal is not approved, you may need to seek alternative enrollment options or [sources of funding.](#)

Reviewing Your Appeal

If approved, make sure you understand how to maintain your financial aid eligibility and meet [Satisfactory Progress](#) standards.