

**AMERICAN ACADEMY McALLISTER  
INSTITUTE OF FUNERAL SERVICE, INC.**



1501 Broadway, Suite 1102 - NEW YORK, NY 10036 (212) 757-1190 (866) 932-2264 FAX: (212) 765-5923  
email: info@aami.edu web: www.aami.edu

## **Satisfactory Academic Progress Appeal Form**

The American Academy McAllister Institute (AAMI) monitors Satisfactory Academic Progress (SAP) of federal student aid recipients after each semester to ensure eligibility for all federal aid programs. Federal aid programs include the Federal Pell Grant, Federal Direct Loans (subsidized and unsubsidized), and Federal Direct PLUS Loan. Please see AAMI's full SAP Policy for additional information on the website.

### **Reestablishing Eligibility**

Students ineligible for federal aid may re-establish eligibility in one of two ways:

1. Attending classes at their own expense or using external financial assistance until they meet the SAP standards.
2. Successfully appealing the suspension status. Students may petition for reconsideration if extenuating circumstance(s) prevented them from achieving the SAP standards. The appeal must include:
  - A written statement from the student explaining why he/she failed to meet SAP standards during the unsuccessful semesters and describe how the circumstances have changed to allow future academic success.
  - Third party documentation supporting the reasons provided in the statement

Students may only have three approved appeals while attending AAMI. Each appeal must include documentation and generally must include different circumstances than previously approved appeals.

### **Appeal Deadlines**

Appeals must be submitted within five days of a suspension notification if the student wishes to receive aid for the following semester.

### **Payment Responsibility**

Fee payment deadlines are before the semester start date and are not extended due SAP appeals that are pending review. Students are responsible for tuition and fee payment by the due date, regardless of federal aid status. For payment options, call 212-757-1190 or toll-free at 866-932-2264.

Students with appeals pending review and otherwise unable to pay should withdrawal from courses by the published 100% refund date to avoid a balance owed to AAMI. Unsuccessful course completion resulting from inability to pay (e.g., failure to acquire necessary course materials, failure to officially withdrawal) are not acceptable appeal reasons for future semesters.

### **Appeal Decisions and Conditions of Approval**

SAP Appeals are generally reviewed by the Academic Committee in the order in which they are received. The decision is communicated to the student by email within three to five business days of receipt.

#### Approved Appeals/Probationary Status

Students who successfully appeal are reinstated federal aid eligibility through a probationary SAP status and assigned an academic plan. The academic plan provides the GPA and/or completion rate requirements for each semester to maintain federal aid eligibility. Meeting the academic plan each semester will correct the student's cumulative GPA and completion rate and return their SAP status to eligible by graduation. Students remain on probationary status for the length of their academic plan. Failure to meet academic plan requirements returns the student to SAP suspension and ineligible for federal aid.

Students suspended for Maximum Time Frame only and successfully appeal, are on SAP probation for the remainder of their program and allowed only enough hours to complete their program.

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**Student Name:** \_\_\_\_\_ **AAMI ID Number:** \_\_\_\_\_

For faster review, students are encouraged to submit this document and the required attachments electronically to [appeals@AAMI.edu](mailto:appeals@AAMI.edu).

1. Indicate which SAP requirement(s) you are NOT meeting:

- GPA: Cumulative GPA required based on credit hours attempted

Credits Attempted	Cumulative GPA Required
0 – 17	1.70 or higher
18 – 35	1.80 or higher
36 – 53	1.90 or higher
54 or more	2.00 or higher

- Pace of Completion: 66.67% completion (completed credits/attempted credits)
- Maximum Time Frame: Complete program within 150% of the required credit hours

2. Indicate each term you did not meet the 66.67% completion rate and/or GPA requirement(s) or the terms of your academic plan:

Terms: \_\_\_\_\_

3. Attach a statement explaining the extenuating circumstances which prevented you from meeting the SAP requirement(s) for all terms indicated in Question 2.

- Do not include semesters for which you have previously appealed.
- The extenuating circumstances on this appeal cannot match the extenuating circumstances on any previously approved appeal.

4. Attach a statement explaining how circumstances have changed to allow future academic success, and include the steps you will take to be successful.

5. Attach documentation of the extenuating circumstances included in Question 3.

**Student Certification**

The appeal and documentation I am submitting are true and complete to the best of my knowledge and will be reviewed as is. I understand that any false or omitted information could result in denial, reduction, and/or required repayment of financial aid. If my appeal is approved, I understand I must meet an academic plan established by the Financial Aid Office and my Academic Advisor. If I do not meet those terms, I will be denied financial aid for future semesters.

\_\_\_\_\_  
Student Signature (please sign)

\_\_\_\_\_  
Date