Have you received a message in MyFinAid advising you to complete an SAP Appeal? Not sure what steps to take to re-establish your financial aid eligibility? Follow these simple steps or see an adviser in Cal Student Central for assistance.

**Preparing Your Appeal**

**Calendar**

- Be aware of key deadlines, including cancellation and tuition/fee refund dates and the SAP Appeal deadline. Make advising appointments ASAP.

**Write Your Letter**

- Your letter of explanation should include the exceptional circumstances that may have prevented you from meeting financial aid SAP requirements.

**Give Examples**

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

**Gather Documentation**

- Complete appeals; include documentation to support your letter of explanation (e.g. medical documentation, pay check stubs, transcripts, etc.).

**Meet With Your Academic Adviser(s)**

- Discuss your circumstances, review your transcript 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.

The Financial Aid & Scholarships Office strongly encourages you to submit your appeal as soon as possible. The deadlines for SAP Appeals are: **September 11, 2015** for fall 2015 and **February 5, 2016** for spring 2016.

**Reviewing Your Appeal**

**If Approved, Review the Terms of Your Approval**

- Make sure you understand what successful completion means and the number of units you must complete each term to maintain your financial aid eligibility.

- If you’re approved and considering a change in your course load, discuss your academic plan options with both your academic adviser(s) and a Financial Aid and Scholarships counselor prior to making any adjustments to your schedule.

Have more questions? Contact Cal Student Central: 510.664.9181 or 120 Sproul Hall