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 [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.