

**Hobart and William Smith Colleges**  
**Satisfactory Academic Progress (SAP) Request for Waiver Form**

Our records indicate you have not maintained Satisfactory Academic Progress (SAP) after being placed on a Financial Aid Warning Status for one semester and you are currently ineligible for financial aid. You have the option to appeal for a waiver by completing this form and attaching the required documentation listed below. Forms lacking appropriate documentation will be regarded as incomplete and will not be reviewed.

Submit this *Request for Waiver Form* and all required documentation to your Dean's office within two weeks of receiving written notification of your ineligibility. Students on Leave of Absence or Withdrawn must submit this form and all documentation by March 1 for the fall semester or November 1 for the spring semester. Your Dean will make a recommendation to the Office of Financial Aid Services to approve or deny your request and a decision will be mailed to you within 10 business days.

*Please read and complete this application carefully.*

**PLEASE PRINT ALL INFORMATION:**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone (home) : \_\_\_\_\_ (cell): \_\_\_\_\_

HWS/Federal Financial Aid

New York State Award(s)

**Required Documents:**

Signed *SAP Request for Waiver Form* **AND**

Brief statement explaining **extenuating circumstances\*** that prevented you from maintaining satisfactory academic progress. This may include prior semesters of withdrawals, failures, etc. **AND**

Documentation to support the circumstances in your statement **AND**

An academic plan that will bring you back into compliance for the following term. This plan must be approved by your academic advisor and/or Dean.

**\*Extenuating circumstances** are defined as unanticipated and unavoidable events or situations beyond a student's control that prevented him or her from successfully completing a course or meeting the terms of a prior appeal. Examples of extenuating circumstances could include (but are not limited to):

- 1) the death of a relative, loved one or student;
- 2) the personal injury or illness of the student;
- 3) other extenuating circumstances.

**Examples of unacceptable extenuating circumstances** include (but are not limited to) withdrawal to avoid a failing grade, too many courses attempted, disagreement with instructor, and/or need for financial aid.

I have read the Hobart and William Smith Colleges Financial Aid Satisfactory Academic Progress Policy found on the Financial Aid website at [http://www.hws.edu/offices/finaid/satisfactory\\_academic\\_progress.aspx](http://www.hws.edu/offices/finaid/satisfactory_academic_progress.aspx). *I understand that my appeal will not be reviewed if it is incomplete.* I also understand that I will be notified of the request for waiver decision in writing by the Office of Financial Aid Services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_