Financial Aid Appeal Letter Request

Student name: ________________________________ WIN: ________________________________

@wmich email address: ________________________________ Major: ________________________________

Semester Financial Aid is Impacted: □ Fall □ Spring □ Summer I □ Summer II 20____

This appeal due to: □ Satisfactory Academic Progress (SAP).
         □ Reaching maximum Number of Credit Hours. If so:
                  I am a Second Bachelor’s student □ Yes □ No
                  I am currently pursuing more than one major □ Yes □ No

Letter needs to include:
(Please check all that apply)

   □ Expected graduation date
   □ Graduation Plan
   □ Number of credit hours completed
   □ Number of credit hours left for degree completion
   □ Number of accepted transfer credits
   □ Other (please specify): ________________________________

Briefly describe the requirements that need to be included in the requested letter, including resources you intend to use and/or academic/personal changes you’ve made if this is in regards to SAP:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Your academic advisor will contact you when your letter is ready or for any additional information they may need through your WMU email address.

Please allow up to a 14 day wait period for your letter to be complete.

****Filling out this request does not guarantee that you will receive the letter you need. We will accommodate letters based on our university and CEAS policies***

Student signature: ___________________________ Date: ___________________________

For Advising Office Only

Form Accepted in Advising on ____________ by ________________.

□ Letter request declined. Email sent and imaged on ____________ by ________________.

□ Letter written, sent and imaged on ____________ by ________________.