

## SAP Renewal Appeal for Maximum Time Frame

Department of Education regulations require that all schools monitor the academic progress of each applicant for federal financial assistance and that the institution certify that the applicant is making Satisfactory Academic Progress (S.A.P.) toward earning his/her degree.

A student must complete their program of study within 150% of the number of credit hours required for degree graduation or certificate completion to maintain aid eligibility. The 150% is measured based on attempted credits, including transfer credits. For example, if an associate degree program requires 64 credits for degree completion, it must be finished within 96 attempted credits to maintain aid eligibility. **(64 X 150% = 96)**

Since you had a Maximum Time Frame (MTF) appeal granted in the prior term, you must submit this **Renewal Appeal** to determine eligibility for the upcoming term. Prior approval does not guarantee approval of this appeal.

### To be completed by the student.

NAME	RCBC STUDENT ID#		
EMAIL	PREFERRED PHONE NUMBER		
CURRENT MAJOR	ANTICIPATED GRADUATION		
o Attach unofficial transcript (On WebAdvisor under Academic Profile)			
Please list required courses for degree completion: (Attach additional sheet if necessary)			
COURSE	TERM	COURSE	TERM
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

All of the above items must be submitted to the Financial Aid Office in order to have your appeal reviewed. Failure to submit the required information will result in an incomplete appeal and it will not be reviewed.

**SAP APPEAL SUBMISSION DEADLINES: Fall - November 1 | Spring - April 1 | Summer - July 1**

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