



SAP APPEAL APPLICATION PROCESS

ATTENTION!!!!

Students requesting a Financial Aid SAP Appeal need to do the following *BEFORE* scheduling an appointment with a Counselor:

Step 1: Initiate and submit a Financial Aid SAP Appeal applicable to the SAP standard(s) you are not meeting. Refer to your SAP letter in MyCSN for that information.

Financial Aid Forms can be found at:

<https://www.csn.edu/financial-aid/how-to-apply-for-financial-aid/financial-aid-forms>

Step 2: When your SAP Appeal has been submitted, it will be reviewed to determine if it is complete. If so, it will be advanced to the Counseling Department and you will receive an email from the Financial Aid Office to schedule an appointment with a Counselor. Wait to schedule your appointment until AFTER you have received this important email.

Throughout each step of the SAP Appeal process, the Financial Aid Office will review your SAP appeal to determine if any corrections or additional information is needed. It is necessary to monitor your CSN student email for updates from Financial Aid, and to respond immediately to any pending issues.

NOTE:

If you schedule an appointment with a Counselor prior to receiving an email from Financial Aid that it is time to schedule an appointment with a counselor, we will NOT have to access your electronic SAP appeal. To prevent unnecessary rescheduling or processing delays, please wait until you receive the email indicating it is time to schedule an appointment with a counselor.

If you have any questions or concerns, please contact counseling@csn.edu or 702-651-5204.