

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4274.B
Letter of Warning

REFERENCE: SCP-4274, *Standards of Progress for Financial Assistance Recipients*
SCP-4274.A, *SAP Financial Assistance Appeal*

Office of Financial Assistance
P. O. Box 2900
Mount Gay, WV 25637
(304) 896 7060
Financialaid@southernwv.edu

Student Information	
Student Name:	Date of Birth:
Student ID:	Student Phone Number:
Student Email:	
Student Address:	

According to Federal regulations and the policy of Southern West Virginia Community and Technical College, students who receive financial assistance are required to meet Satisfactory Academic Progress (SAP). To maintain SAP, a student must complete 67 percent or greater of all attempted credit hours, and maintain a minimum overall grade point average of 2.0. Students not meeting the standards of progress will be placed on a financial aid warning status.

While on a warning status, students will receive a semester of financial assistance. During this semester a student must complete, and pass all classes for which they are enrolled. Withdrawing or failing classes during the warning status could lead to a loss of financial aid eligibility for future semesters.

The financial aid office has determined that you are not meeting the standards of academic progress and you have been placed on a financial aid warning status for the current semester. Please complete the following letter of explanation as to why you are not meeting satisfactory academic progress.

If you have any questions, please contact us at (304) 896-7060 or e-mail financialaid@southernwv.edu

Letter of Explanation

Agreement and Understanding	
By signing this form, you certify that all of the information reported on this form is true and accurate to the best of your knowledge.	
Student Signature:	Date: