

2017-2018 Satisfactory Academic Progress appeal procedure

Introduction

The International Office allows international students who are placed on financial aid and/or scholarship suspension, or in situations where non- EU students risk to lose their residence permit for failing to meet satisfactory academic progress, the right to appeal if there were extenuating circumstances that caused the failure to obtain the required credits. The appeal procedure will be discussed in detail later on in this document.

Satisfactory academic progress and your residence permit

Non-EU students with a residence permit for study purposes must obtain at least 30 credits annually to keep the right of their residence permit for the next academic year. When you do not meet this requirement, your residence permit will be withdrawn and consequently you will need to leave the Netherlands. More information about this can be found [here](#).

VU Fellowship Scholarship Programme (VUFP) and academic progress

Students enrolled in a two year Master's programme must obtain 100% of the required study credits in order to receive the VUFP scholarship for the second year of the degree programme. More information can be found [here](#).

US Direct Loans and academic progress

US Financial Aid students can lose their eligibility for US loans when the requirements for satisfactory academic progress are not met. More information can be found [here](#).

Excusable reasons

Extenuating circumstances or excusable reasons are defined as conditions or events outside the student's control that influence the performance of the student. The following personal circumstances are considered to be excusable reasons:

- Illness
- Disability
- Pregnancy
- Exceptional family circumstances
- Board member activities

For detailed information, see article 2.1 of the implementation decree of the Higher Education and Research Act (WHW). Exceptional circumstances should be reported to the academic advisor within three months taken from the moment they first occurred.

Appeal procedure

The first step is to discuss your personal situation with your academic advisor who can sign the forms that you need to send in for your appeal. For this meeting, you will need to prepare some documents.

Procedure:

1. Make an appointment with your academic advisor. On [VUnet](#) you can find the contact information.
2. Prepare the following documents for this meeting:
 - Fill out the attached Satisfactory Academic progress Appeal Form, including a description of the Academic Plan
 - Prepare your academic plan for next year, see attached format
 - **(Only for US Loans)** Prepare a detailed appeal letter that describes the unusual circumstances that resulted in the fact that you do not meet the SAP requirements and what you can do to make sure that you are going to meet the requirements in the following year (max 1 page)
 - **(Only for US Loans)** Attach to your appeal third party documentation if applicable. Examples of third party documentation include a letter from the student general counsellor, physician or lawyer.
3. Discuss your personal situation and study plan with your academic advisor.
4. Please mail the signed appeal form, detailed appeal letter (**only applicable to US loan students**), third party documentation (**only applicable to US loan students**) and academic plan to one of the following email address:
 - For appeal on satisfactory progress and VUFP: VUFP@vu.nl
 - For appeal on satisfactory progress and US loans: usloanprogram.dsz@vu.nl
 - For appeal on satisfactory progress and residence permit for study: studentimmigration@vu.nl

Notification of Decision

The International Office will notify you of the outcome as soon as the decision of your appeal has been received. In case your appeal has been approved, your financial aid or scholarship will be reinstated during the semester or year that is covered by the approval. In case your appeal concerns your residence permit, you can keep your residence permit for the next academic year when your appeal has been approved.

2017-2018 Satisfactory Academic Progress Appeal Form

Name:	
Student number:	
Phone number:	
Date:	
Academic plan for academic year:	
Expected date of graduation:	

Appeal Check List

- This appeal form signed by both the student and academic advisor
- Academic plan signed by your academic advisor.
- An appointment with a student counsellor or academic advisor
- (Only for US Loans) A detailed appeal letter that describes the unusual circumstances that caused you to not meet the SAP requirements and what has changed that will allow you to meet the requirements in the future (max 1 page)
- (Only for US Loans) Third party documentation. Examples of third party documentation include a letter from the study advisor, student general counsellor, physician or lawyer (if applicable)

Name of academic advisor: _____

Signature of academic advisor: _____

Date: _____

I certify that this information is complete and accurate.

Student Signature: _____ Date: _____

Format Academic plan

Name:	
Student number:	
Phone number:	
Date:	
Study plan for academic year:	
Expected date of graduation:	

Name course	Period	ECTS

 Name of academic advisor: _____

Signature of academic advisor: _____

Date: _____

I certify that this information is complete and accurate.

Student Signature: _____ Date: _____