

Kingston University London

Federal Student Aid

Satisfactory Academic Progress Policy

All students applying for or receiving US Direct Loans (Subsidised, Unsubsidised and PLUS loans) at Kingston University must progress satisfactorily towards completion of a chosen academic programme.

In order to maintain eligibility for funds the maximum timeframe for completion of a degree programme may not exceed 150% of the published length of a programme. Periods when a student does not receive funds will be included in the maximum timeframe. Students who transfer from another institution will have the time spent at the first institution included in the maximum timeframe. Periods of suspension from a course will not be included in the maximum timeframe.

Students receiving financial aid will be evaluated prior to each disbursement of Direct Loans (with the exception of the first disbursement). This evaluation process will consider the student's academic progress as well as whether they are within the 150% timeframe. In order to retain eligibility for financial aid, students will need to maintain a Grade C average (this is broadly equivalent to a GPA of 2.0).

Students will be notified in writing if financial aid is suspended or probated on the basis of the evaluation stated above. An appeal procedure for verifiable or unforeseen circumstances is available, if a student believes they meet those criteria. Kingston University cannot waive the satisfactory academic progress requirement for any student.

Financial Aid Warning

Failure to meet the minimum required Satisfactory Academic Progress (SAP) for financial aid purposes will result in a Financial Aid Warning being issued.

A student who receives a Financial Aid Warning will continue to receive Title IV aid for one further payment period (i.e. one teaching block).

At the end of that payment period, an assessment will be made to determine if SAP has been maintained. In the event that no formal examination results have been recorded, information will be sought from course tutors as to the student's progress. If the student meets the minimum SAP standards they will regain eligibility for the following payment period.

If a student fails to meet SAP at this time, they will be issued with a Notice of Financial Aid Suspension and advised of their right of appeal.

Appeals

Students who lose eligibility for Federal Student Aid because they have failed to achieve SAP may appeal if one or more of the following circumstances exist:

- Death of an immediate family member (parent, spouse, sibling, dependent child);
- An extended illness which has resulted in an absence from academic activities for at least fifteen days;
- The extended illness of an immediate family member that places hardship on the student;
- Mitigating circumstances as accepted by the student's Faculty

Students must provide:

- The reason(s) for failure to meet the necessary SAP requirements;
- Details of the change in circumstances which will allow SAP requirements to be met by the end of the next payment period (i.e. the end of the next teaching block);
- A case as to why financial aid should not be suspended;
- All documentation to support the appeal, which must be submitted at the same time as the appeal

Appeals must be made within ten working days of the issue of the Notice of Financial Aid Suspension and must be made in writing or by email from a Kingston University email address. Appeals submitted from non-Kingston University email addresses will not be considered.

Appeals must be addressed to:

Keith Houghton, Head of Student Life, Kingston University, John Galsworthy Building, Penrhyn Road, Kingston upon Thames, KT1 2EE

Or sent by email, from a Kingston University email address to: K.Houghton@kingston.ac.uk

Financial Aid Probation

An appeal will be deemed successful if the University determines that the student will be able to satisfy SAP requirements by the end of the next payment period (i.e. teaching block). A student who successfully appeals against the Notice of Financial Aid Suspension will instead be placed on Financial Aid Probation and will be entitled to receive Title IV aid for one further payment period. At the end of this period the University will again assess whether SAP standards have been satisfied.

Financial Aid Suspension

In the event that a student on Financial Aid Probation fails to meet SAP requirements by the end of the following payment period after being placed on Probation, eligibility to receive further Title IV aid will be suspended until such time as they achieve the required standards.

There are no grounds for appeal against a decision to suspend eligibility to receive Title IV aid.

Last update: 12 February 2014