

## **Satisfactory Academic Progress (SAP)**

All students applying for or receiving US Federal Aid (subsidised, unsubsidised and PLUS) must progress satisfactorily towards completion of a chosen academic programme in order to remain eligible to receive Title IV Loans.

The guidelines have been established to encourage you to successfully complete your academic program and continue to receive Title IV Loans.

You:

- Should not exceed 150% the published time frame for the course and should remain enrolled on at least a half-time basis.
- Should pass your modules in accordance with the requirements of your course, to confirm you are making satisfactory progression. For research students we will ask your Supervisor for confirmation of your progress.

Satisfactory progression to retain Title IV loans is entirely separate from the academic requirements to remain on your programme and does not guarantee the outcome of your programme.

Satisfactory Academic Progress will be checked with the Student Records Office and/or your Academic Department before any loan funds are released to you.

Please ask your personal tutor/supervisor/Director of Studies to complete the form attached and return it to us prior to your next disbursement.

Full details of the University's SAP policy can be found at <http://warwick.ac.uk/studentfinance/receivingpayments/usloans/SAP>

**Title IV U.S. Federal Loan  
Satisfactory Academic Progress (SAP)  
Termly progress report**

It is the student's responsibility to obtain and submit this SAP confirmation sheet to Student Finance, Senate House, University of Warwick.

<b>Student Name</b>			
<b>Warwick ID Number</b>			
<b>Department</b>			
<b>Academic year</b>			
<b>Course of Study</b>			
<b>Has there been any changes to the students mode/course of study</b>	<b>Yes</b>		<b>No</b>
<b>If yes give details:</b>			

The above named student is in receipt of U.S. Federal Loan (Title IV) Funds. In order to comply with U.S. Government federal regulations the Student Finance Team must seek termly academic progress reports.

Loan funds will not be disbursed to the student without receipt of this confirmation. Full details of U.S. Loan administration and a full copy of the SAP guidance policy can be obtained from the Student Finance Team.

As the student's departmental tutor / supervisor / course director we would be grateful if you could confirm that the student has made satisfactory academic progress and attendance over the last term (to the best of your knowledge) to enable us to make payment of next term's instalment. We are aware that on occasions the timing of this request does not always match results of any recent assessment periods.

If you have any queries please contact Student Finance:

Email: [p.j.cooke@warwick.ac.uk](mailto:p.j.cooke@warwick.ac.uk)

Telephone: Paul Cooke ext 22636

Thank you

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I confirm that the above student is making satisfactory academic progress.

<b>Name of Tutor/Supervisor/Director of Studies</b>	
<b>Signature</b>	
<b>Date</b>	