**Satisfactory Academic Progress**

All students who are in receipt of US Federal Loans whilst studying at King’s College London are required to make satisfactory academic progress (SAP) on their course of study. The US Department of Education require King’s College London to check the student’s progress and to ensure that they are meeting requirements. All students are expected to be in attendance at least half-time (equivalent to at least 50% of full time) otherwise Federal Loans will be suspended. Students will be informed by email if they have been placed on probation or their Federal Loans have been suspended. Students may appeal for extenuating or unforeseen circumstances but evidence will be required.

**Undergraduates**

Undergraduate students may not take more that 150% of the normal duration to complete their studies and must maintain average marks equivalent to 2.0 GPA (C-). If undergraduates drop below this then they will be placed on probation for the release of their Federal Loans until the next disbursement, by which time their grades will be expected to be at the required level. Only if the student achieves the required standard will the disbursement will be released. If the marks do not meet the required standard at the next attempt the student will be suspended for the purpose of Federal Loans. Only when the student meets the requirements can their Federal Loans be reinstated.

An Examination Result of ‘Progress’ is sufficient for disbursements made after results have been published and for the first disbursement of the following year. No progress confirmation is required for the first disbursement for a student’s programme of study.

**Postgraduates**

Postgraduate students are expected to maintain satisfactory progression through their course of study and must inform the Student Funding Office if they are not, or if their attendance is below half-time (less than 50% of equivalent full time). An Examination Result of ‘Progress’ is sufficient for disbursements made after results have been published and for the first disbursement of the following year. No progress confirmation is required for the first disbursement for a student’s programme of study. If the student is not progressing, then the student will be placed on probation for Federal Loans. At the time of the next request if the student is not progressing then the student’s Federal Loans will be suspended.

**Appeal Procedure**

To appeal the Federal Loans suspension, a student must, submit to the Student Funding Office a signed and dated letter of appeal explaining why he or she should not be suspended within 14 calendar days of notification. A student may appeal due to an emergency condition (e.g., health, family, catastrophe, etc.). Documentation verifying the situation may be requested. A committee will consider the appeal and render a decision which will convey in writing to the student within two weeks of the student’s appeal. All decisions made are final. Please send your appeal to:

Lucy Smith

King’s College London

Student Funding (G31)

57 Waterloo Road

London SE1 8WA

If a student’s appeal against probation is successful then the student’s Federal Loans can be disbursed. If a student’s appeal against suspension is successful then the student will be placed on probation for the payment period. A student that has their Federal Aid suspended but continues the course under their own means and subsequently meets Satisfactory Academic Progress standards will be entitled to regain a probationary status and apply for loans.