**Title IV U.S. Federal Loan**

**Satisfactory Academic Progress (SAP)**

**Termly progress report**

**It is the student’s responsibility to submit this completed SAP confirmation form to International Student Support, Queen's University Belfast**

|  |  |
| --- | --- |
| **Student Name** |  |
| **ID Number** |  |
| **Academic year** |  |
| **Course of Study** |  |
| **Have there been any changes to the**  **Student’s mode/course of study** | **YES/NO** |
| **If yes give details:** |  |

The above student is in receipt of U.S. federal loan (Title IV) funds. In order to complywith U.S. Government federal regulations International Student Support must seek academic progress reports prior to each federal loan disbursement.Full details of the federal loan SAP policy can be obtained from: <http://go.qub.ac.uk/sapforloans>.

As the student’s school tutor / supervisor / manager we would be grateful if you could confirm that the student has made satisfactory academic progress over the last term to enable us to disburse the next loan instalment. We are aware that on occasions the timing of this request does not always match results of any recent assessment periods. Students will also be required to submit their most recent attendance record.

**Definition:** A student is making SAP when they are enrolled at least part-time; attending at least 50% of scheduled classes; progressing on all modules; and expected to pass exams and coursework submitted. Students must also be studying outside the USA and completing within 150% of the published length of their programme.

If you have any queries please contact International Student Support, email [usloans@qub.ac.uk](mailto:usloans@qub.ac.uk), Telephone: Tuathla O’Brien ext. 3839

Thank you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| Academic/School Office Signature: |  |
| Date: |  |