



## **Title IV Financial Aid Appeal Policies and Procedures for Reinstatement of Aid**

Students who fail to meet the qualitative or quantitative standards may appeal to City College's Federal Financial Aid Appeals Committee to have eligibility restored. The appeal procedures enable students to have their federal aid reinstated if they can demonstrate that exceptional or extraordinary circumstances resulted in their failure to satisfy academic requirements. ***Examples of extraordinary circumstances are personal illness or injury, personal tragedy, or death of a family member. A change in academic program is also an acceptable reason for an appeal.*** Students should carefully review the policies and procedures below:

1. Complete the "Appeal for Reinstatement of Federal Financial Aid" form on the other side of this sheet.
2. Submit to the Financial Aid Office a typed business letter that describes the basis for your appeal. Your appeal must explain why you failed to make satisfactory progress and what has changed in your situation that will allow you to make satisfactory progress by the next evaluation period.

*(Most students will be required to submit an "academic plan" after meeting with their academic advisor. The academic plan should address how you will meet academic requirements by the end of the term.)*

3. Attach copies of any documents that support the extraordinary circumstances you describe in your appeal.
4. The City College Federal Financial Aid Appeals Committee will review your appeal. A decision will be made in approximately three weeks. (An appeal may be approved for full-time enrollment, part-time enrollment, or it may be denied.) You will be notified of the committee's decision via your CCNY email address.
5. Students whose appeals are approved will be advised of the academic requirements they must meet while on probation. Students will also be advised of possible consequences should they fail to meet those requirements.

A student's performance will be reviewed at the end of the semester to determine if they qualify for aid for the subsequent semester.

6. If your federal financial aid is reinstated, it will be automatically applied to your City College financial aid record.
7. Students whose appeals are denied, or those who have not submitted an appeal who choose to attend City College without Title IV federal financial aid, may request a review of their academic records after the completion of additional credits to determine whether the courses completed have brought them up to the appropriate standards.
8. Students cannot automatically regain eligibility simply by paying for their classes or registering for classes after a period of non-attendance.
9. All students on academic probation are expected to consult with their academic advisors regarding academic support services that are available at City College.