Office Use Only					
Decision: □ Approved □	Denied				
Counselor Init. Date	2				

The City College	
of New York	

Financial Aid Office

Appeal for Reinstatement of Federal Financial Aid

Student's Name:		,		
Last		First		M.I.
EMPL ID	Last 4	digits of SSN	() Telephone Number	
Review the Satisfactory Acad www.ccny.cuny.edu to deterr	• ·		ppeal Process outlined at r federal financial aid. If you wi	ish to be
considered for reinstatement	of federal financial	l aid you must s	ubmit this form, your type writ	ten appeal
letter and any supporting doo	cumentation.			
Section I.) Student Information				
Section I.) Student Information Have you ever submitted a prev			□no	
List the academic year and sen		•		
-	Summer	🗇 Fall		
I am working towards the follow				
Undergraduate Degree	□ 2 nd Undergra	aduate Degree	Graduate Degree	
Section II.) Reinstatement Req Below please indicate which sit Medical Death/Illness Military Service	uation applies to you	ır academic diffic	ulty:	
Other circumstances:				
Note: Circumstances related	ying bills, travel to	campus are no	e life such as working while att t considered as extenuating ci	•
Section III.) Appeal Results Stu • If my appeal is DENIED, by si	•		ns are processed on a case-by c	ase basis and

the committee may deny any SAP appeal. I also understand that the decision of the appeal committee is final.

- If my appeal is **APPROVED**, by signing below I recognize that I am expected to make academic progress. I must be enrolled and complete the courses detailed in the academic plan or my appeal will be voided.
- I understand that if I do not meet these requirements I will be ineligible to receive financial aid and will be responsible for payment of my tuition until I meet the satisfactory academic progress standards.

Signature: _____

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 <u>CCNY</u> email address.
- Students whose appeals are approved will be advised of the academic requirements they <u>must</u> 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.