



Financial Aid Office

<u>Office use only</u>	
<u>Decision:</u>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____	_____
Counselor Init.	Date

**Appeal for Reinstatement of Federal Financial Aid**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

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EMPL ID \_\_\_\_\_ Last four of SSN \_\_\_\_\_ Telephone Number \_\_\_\_\_

Review the Satisfactory Academic Progress (SAP) Policy and Appeal Process outlined at [www.ccnycuny.edu](http://www.ccnycuny.edu) to determine if you are eligible to appeal for federal financial aid. If you wish to be considered for reinstatement of federal financial aid you must submit this form, your written appeal letter and any supporting documentation.

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Section I. Student Information

Have you ever submitted a previous SAP appeal:  yes  no

List the academic year and semester for which you are requesting an appeal to be considered:

Year \_\_\_\_\_  Summer  Fall  Spring

I am working towards the following degree:

Undergraduate Degree  2<sup>nd</sup> Undergraduate Degree  Graduate Degree

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Section II. Reinstatement Request Type

Below please indicate which situation applies to your academic difficulty:

- Medical
- Death/Illness
- Military Service
- Change in academic program
- Other circumstances

**Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues relating to paying bills, travel to campus are not considered as extenuating circumstances for purposes of appealing suspension of financial aid.**

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Section III. Appeal Results Student Acknowledgment

- If my appeal is **DENIED**, by signing below I understand that decisions are processed on a case-by case 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 \_\_\_\_\_

Date: \_\_\_\_\_

#### 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.