

**EXHAUSTED FINANCIAL AID APPEAL REQUEST FORM  
VICE PRESIDENT OF STUDENT SERVICES OFFICE**

170 North Street, Room 229

Dryden, NY 13053

Phone: 607.844.8222, Ext. 4316 ❖ Fax: 607.844.6544

Email: [VPSS@tompkinscortland.edu](mailto:VPSS@tompkinscortland.edu)

\_\_\_\_\_  
(Semester/Year for which aid is being requested.)

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street  
Address: \_\_\_\_\_

Cell phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home/other #: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_@mymail.tc3.edu

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

*(For your security, only your Tompkins Cortland email address will be used for communication regarding your appeal request.)*

1. **I understand that I can only get one appeal approved while at Tompkins Cortland.**
2. **I am aware of and have completed the following: (you must read and check mark each box)**
  - I have been officially admitted by the College;
  - I have completed and filed my 2022-2023 FAFSA and submitted all financial aid documents;
  - Any outstanding Tompkins Cortland tuition bills must be paid in full (or payment arrangements have been made) before I can register for classes;
  - The deadline date for completing all of the above is **Thursday, January 19, 2023.**

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**PLEASE NOTE:**

- You must not have exhausted both your Federal Pell Grant and federal student loan eligibility.
- You will be notified to your Tompkins Cortland e-mail address of the appeal committee's decision.
- If this one-time-only Exhausted Financial Aid Appeal is approved:
  - 1.) You must take only courses that are required for degree completion and you must complete your degree within the specified semester and you cannot change your degree program even if this means attending part-time;
  - 2.) You will receive an "Exhausted Financial Aid Plan" from the Vice President of Student Services Office;
  - 3.) Students who fail or withdraw from courses or receive any grades insufficient for meeting degree requirements will no longer be eligible to receive federal student aid.

**\*\*PLEASE COMPLETE THE QUESTION ON PG. 2 OF THIS APPEAL FORM  
AND SUBMIT THE COMPLETED FORM TO THE ADDRESS LISTED ABOVE.\*\***

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**PLEASE ANSWER THE FOLLOWING QUESTION AND ATTACH RELEVANT SUPPORTING DOCUMENTATION, IF APPLICABLE:**

- 1. State your academic intentions and explain whether you plan to be full-time or part-time and how you plan to complete your degree requirements within the timeframe of 18 credits or 2 semesters. Be as clear as possible.**

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**Student's Signature** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**Phone Number(s)** \_\_\_\_\_

**Date** \_\_\_\_\_