



FINANCIAL AID APPEAL REQUEST FORM
VICE PRESIDENT OF STUDENT AFFAIRS

170 North Street, Room 229
Dryden, NY 13053

Phone: 607.844.8222, Ext. 4316 ❖ Fax: 607.844.6544

Email: VPSAO@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 believe that I experienced extenuating circumstances during the \_\_\_\_\_ semester which resulted in my being placed on Financial Aid Suspension and/or the NYS TAP hold List after already being placed on probation in the previous semester.
2. I understand that I can only get one appeal approved while at Tompkins Cortland.
3. 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 2023-2024 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;
- I am submitting this appeal form along with my two forms of supporting documentation;
- PLEASE NOTE: If you are on both Academic Suspension AND Financial Aid Suspension, you must submit BOTH of your appeals and supporting documentation no later than Thursday June 15, 2023. Otherwise, your appeal form and supporting documentation must be submitted to our office (Room 229) as soon as possible, but no later than Thursday August 17, 2023, for review by the Financial Aid Appeals' Review Committee.

PLEASE NOTE:

- If you are on Academic Probation or returning from an Academic Suspension, contact the Student Success Office regarding academic requirements for continuation at Success@tompkinscortland.edu.
➤ Students interested in on-campus housing must resolve this matter before their housing request will be considered.
➤ You will be notified to your Tompkins Cortland e-mail address of the appeal committee's decision.
➤ All appeal decisions are final. If you are not approved, you must pay out of your own pocket (with cash or credit card) for all of your college expenses. You can only appeal one time – no repeat appeals are allowed.
➤ If your appeal is denied and you decide not to attend, you are still responsible for withdrawing from your courses before the semester begins so that you do not incur any tuition liability.

\*\*PLEASE COMPLETE ALL THREE QUESTIONS ON THE SECOND PAGE OF THIS APPEAL FORM.
SUBMIT THE FORM AND YOUR SUPPORTING DOCUMENTATION TO THE ADDRESS LISTED ABOVE.\*\*

## Financial Aid Appeal Request Form, Page #2

1. What were the specific extenuating circumstances that affected your academic performance at Tompkins Cortland? Include the date(s) when the circumstances occurred. **PLEASE NOTE:** Extenuating circumstances **DO NOT** include lack of funds, failure to understand or adhere to college policy, or dissatisfaction with an instructor or course.

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2. How have the circumstances now been resolved so that they will no longer have an impact on your studies?

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3. Based on your answers to #1 and #2 above, what supporting documentation are you providing? Official documentation must be attached to the appeal form. Your appeal request will only be considered by the Review Committee if your circumstances fall within one of the categories below and documentation/verification is submitted.

✓	Circumstances:	Examples of documentation to be submitted.
	Serious illness or injury to the student.	Medical records, doctor's statement (including effective dates.)
	Extenuating circumstances involving an immediate family member (parent/legal guardian, sibling, child, spouse, significant other).	Medical records, death certificate, legal documents (including dates).
	Other circumstances beyond your control (such as house fire, flood, or other catastrophic event).	Official documentation verifying the event (including dates).

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

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

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

Date \_\_\_\_\_