



FINANCIAL AID APPEAL REQUEST FORM
VICE PRESIDENT OF STUDENT SERVICES OFFICE

170 North Street, Dryden, NY 13053
Phone: 607.844.8222, Ext. 4316 ❖ Fax: 607.844.6544
Room 229 ❖ Email: 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.)

- ✓ I believe that I experienced extenuating circumstances during the _____ semester which resulted in my being placed on Financial Aid Suspension and/or the N.Y.S. TAP Hold List.
- ✓ I am submitting an appeal form and supporting documentation. I understand that an approved appeal is required in order to continue to receive any grants or student loans.
- ✓ I understand that I can only get one appeal approved while at Tompkins Cortland.
- ✓ I am aware that:
 - 1.) Any outstanding Tompkins Cortland tuition bills must be paid in full (or payment arrangements have been made) before I can register;
 - 2.) I must be officially admitted by the College;
 - 3.) My 2018-2019 FAFSA must be submitted and complete;
 - 4.) **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, January 3, 2019** Otherwise, your appeal form and supporting documentation must be submitted to our office (Room 229) **as soon as possible, but no later than Friday, January 11, 2019**, for review by the Financial Aid Appeals Review Committee.

PLEASE NOTE:

- If you are on Academic Probation or 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 once - no repeat appeals are allowed.

****PLEASE COMPLETE ALL THREE QUESTIONS ON THE REVERSE SIDE OF THIS APPEAL FORM. SUBMIT THE FORM AND YOUR SUPPORTING DOCUMENTATION TO OUR OFFICE.****

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.

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

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 with one of the categories below and documentation/verification is submitted.

✓	Circumstances:	Examples of documentation to be submitted.
	Student's illness or injury.	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 _____
By typing your name here it serves as your electronic signature.

Student ID# _____

Phone Number(s) _____

Date _____