



**Financial Aid Appeal Request**

I understand that I may be eligible for a one-time undergraduate appeal for TAP or APTS.

I also understand that I may be eligible for a Title IV appeal.

I am requesting an appeal for:

\_\_\_\_\_ NYS TAP or APTS (one semester appeal)

\_\_\_\_\_ Title IV (includes Federal PELL, SEOG, Perkins Loan, Work/Study, Stafford Loans (one academic year appeal.)

Attach any supporting documentation (such as medical records, doctor’s note, death certificate, police report, or notarized statement) **Documentation MUST be provided before the appeal will be reviewed.**

The unusual or exceptional circumstances that occurred are described below:

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**If I fail to provide the required documentation, I understand that this appeal will be denied.** If the appeal is approved, I am required to discuss the terms of this appeal with a Financial Aid Counselor and review, read, and sign an appeal waiver before my Financial Aid will be verified by a counselor.

Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

SS#: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Both Title IV and New York State financial aid programs allow a student to apply for and receive an appeal. NYS/TAP/APTS allow for only one appeal as an undergraduate student. SUNY Ulster allows for two undergraduate Title IV appeals. To receive a second Title IV appeal, a student must have two different reasons for the appeals (i.e. student was injured in an auto accident in the Fall; student had pneumonia in the Spring).

Appeals are granted due to ***unusual, exceptional circumstances, above and beyond the control of the student***. The student is required to complete the Appeal Request Form and submit supporting documentation with this form to the Financial Aid Office. The Appeal Review Committee reviews all requests. Appeal requests are placed in a pending status if they are incomplete. The student ***must*** provide any missing information/documentation before a decision can be made. The student must be enrolled and attending class to have an appeal approved, and a FAFSA completed if requesting a Title IV appeal.

***Some Examples*** of unusual and exceptional circumstances can include, but are not limited to:

- A member of the student's immediate family has died (mother, father, sister, brother, spouse, child, aunt, uncle, cousin, grandparent).
  - DOCUMENTATION: death certificate
- A member of the student's immediate family required intensive care from the student due to an illness or disability.
  - DOCUMENTATION: doctor, hospital, emergency room bill with diagnosis or note from medical provider
- The student became ill during the semester, and was unable to complete the semester successfully.
  - DOCUMENTATION: doctor, hospital, emergency room bill with diagnosis or note from medical provider
- The student had an auto accident that incapacitated the vehicle, and the student had no other means of transportation.
  - DOCUMENTATION: auto accident report, insurance claim, repair bills
- The student was injured in an auto accident.
  - DOCUMENTATION: auto accident report, insurance claim, repair bills, emergency room bill
- The student was required to be in court.
  - DOCUMENTATION: court summons, jury duty notice, attorney letter
- The student/spouse/parents experienced a loss of family income that required that the student work, work overtime, or work additional hours
  - DOCUMENTATION: letter from employer, unemployment insurance compensation statement, worker compensation statement, attorney statement
- The student changed program of study as a result of being out of school for more than two years and needed retraining, inability to find employment with prior credits or degree, loss of employment due to phase out of a particular career/job (not an applicable reason for a TAP/APTS appeal)
  - DOCUMENTATION: letter from Career Services, Transfer Office, Job Services, Department of Labor, employer, attorney

STUDENTS WHO ARE NOT ELIGIBLE FOR APPEALS:

- Students who have already received two Federal financial aid appeals and/or one NYS appeal;
- Students who have already achieved two degrees (two associate degrees, one associate/one bachelor degree, two bachelor degrees, etc.);
- Students who have not completed the appeal process;
- Students who request a second Federal appeal with the same reason used for the first appeal;
- Students who are taking courses that do not apply toward the students' declared program of study;
- Students who change program of study while on an appeal;
- Students who provide fraudulent documentation;
- Students who are incarcerated;
- Students who do not meet eligibility criteria.

Financial Aid Office  
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