



NEW YORK CITY COLLEGE OF TECHNOLOGY

The New Student Center—N104
300 Jay Street, Brooklyn, NY 11201-1909

DISCRETIONARY FUND APPEALS FORM

SECTION I: *(Please print clearly, we will be using this information to contact you)*

Name: _____ EMPLID: _____

Address: _____

City Tech Email: _____ Telephone #: _____

SECTION II: APPEAL GUIDELINES

Students who have lost TAP eligibility because of a documentable College advisement and/or administrative error have the option to appeal to the Discretionary Fund Appeals Committee to request funding to cover any balance accrued as a result of the error. The outcome of this appeal will depend on the nature of the circumstances and the quality of the documentation the student provides. Appeals are reviewed by the committee on a monthly basis. **Completed appeal forms and all documentation are due by the last day of the month.** All appeals received by the monthly deadline will be reviewed by the committee the following month; students will receive notification regarding their appeal by the end of that following month. **All committee decisions are final.**

Please be aware that all correspondence from the committee will be sent to *your* City Tech email address *only*. All appeal notifications will be sent via email from the following email address: TAPFundCommittee@citytech.cuny.edu

SECTION III: VALIDATION CHECK-LIST *(Answer all questions and attach all relevant suggested, supporting documentation)*

Did you apply for NYS TAP funding? Were you deemed eligible to receive TAP this academic year? YES NO

Course that affected your TAP eligibility: _____ Semester the course was taken: _____

Semester of the accrued account balance and the monetary amount: _____

Please state your claim, including all relevant details, in an **attached description**.

• Is the claim attached? YES NO

Did you provide the following **supporting documentation** to substantiate your claim?

• Copy of current Degree Audit: YES NO

• Signed advisement sheet and/or course permission(s) from the Academic Department/Faculty Advisor: YES NO

• Email(s) and/or a formal letter from the Academic/Administrative Department: YES NO

• Official account receipt from the Bursar's Office: YES NO

I understand that Discretionary Fund Appeals are not automatically approved, nor does the process guarantee that an approved appeal will result in excess funds being granted. I take full responsibility for the accrued account balance if the appeal is denied or the approved funding does not cover the full amount owed.

Student's Signature