

FEDERAL TITLE IV FINANCIAL AID ELIGIBILITY APPEAL

In accordance with Federal Title IV regulations, students may appeal their ineligibility for Federal Title IV funds by submitting a written appeal with supporting documentation to the College Committee on Financial Aid Standing.

Appeals will be evaluated to determine if events beyond a student's control, such as personal illness, death or severe illness of an immediate family member, or other extenuating circumstances contributed to the student's failure to meet academic standards. Additionally, the student's academic history will be considered to determine if there is a reasonable expectation that the student can meet the standard.

If the appeal is denied, the student may continue at the College without Federal financial assistance. After one semester, at the request of the student, the record will be re-examined to determine if courses successfully completed have restored Federal Title IV eligibility.

Instructions for Appeal

1. Ensure that you are enrolled for the semester in which you are appealing. For example, if you are appealing to receive aid for FALL semester, you must be enrolled in the classes for that semester. You may not appeal to receive aid for *previous* semesters. For example, if you were enrolled in SPRING semester, you may not appeal in FALL semester to receive aid for the previous SPRING semester.
2. In order to appeal the denial of your continued financial aid eligibility resulting from failure to comply with Satisfactory Academic Progress (SAP) standards, you must complete a Title IV or SAP Appeal Form, and submit ALL required supporting documentation. For more information about City Tech's academic progress requirements, please see <http://www.citytech.cuny.edu/academics/academic-catalog.aspx>. Appeals submitted without all required documentation will be regarded as incomplete and denied. The following must be submitted as part of the appeal:
 - **Explanation of extenuating circumstances why you did not meet SAP Standards.** Your written statement must include a description of the problem/incident indicating dates and time periods involved, as well as the impact on your academic performance.
 - **Explanation of what has changed to allow you to meet Satisfactory Academic Progress.**
 - **Appropriate documentation supporting your appeal.** Documentation may include, but is not limited to, divorce decrees, death certificates, birth certificates, letters from doctors, counselors, advisors, report of incident/s, such as a police report, insurance damage report, and bill/s for services related to emergency, obituary, etc. Written statements from professionals (e.g. clergy, employers, medical professionals, etc.) who can verify your extenuating circumstances should reference your name, dates of visits/treatments, and any other information pertinent to your appeal circumstances. Any statements from professionals listed above or other third party persons must be on company letterhead. NOTE: Lack of documentation may result in the denial of your appeal.
3. Submit the completed appeal with your statement and documentation to the **Document Upload section of your CUNYFIRST account**. Be sure to select **Financial Aid** for the **document class first** and in the second drop down, the **document type** should be set to **APPEALS**. **Confirm** your submission by emailing **StudentAffairs@citytech.cuny.edu**.
4. Complete appeals will be reviewed in a timely manner, usually 7-10 business days. During peak periods, your appeal may take longer to be processed. You will be notified of the outcome of your appeal via your City Tech email.

****Please note** that incomplete appeals and requests for documentation will cause delays. Please plan accordingly.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____ EMPL ID: _____ CHECK ONE: FALL SPRING SUMMER
Address: _____ APT#: _____ City: _____ State: _____ Zip Code: _____
Telephone: () _____ EMAIL: _____

Select at least ONE of the following reasons below AND provide a written statement explaining your circumstances.

__A serious illness presented a difficult situation, which caused me to fall below institutional retention standards. (**Attach** all available **documentation**, as doctor's notes, disability records, etc.)

__The serious illness of an immediate family member created a difficult situation that affected my academic standing. (**Attach** all available **documentation**, as doctor's notes, disability records, etc.)

__The death of an immediate family member (father, mother, sister, brother, or grandparent) created a difficult situation that affected my academic standing. (**Attach** all available documentation, which must include a copy of death certificate, and documentation of how it affected your academic standing.)

__I fell below institutional retention standards due to personal emotional difficulties. (**Attach** any documents that will demonstrate the validity of this claim)

__A change in curriculum made previous coursework inapplicable to my new degree requirements.

__Serious and/or unusual personal circumstances (not already cited) affected my academic standing. (Explain in the space below and attach any documentation and substantiating evidence of this claim.)

Your appeal statement must include: A. The reasons why you failed to make Satisfactory Academic Progress (SAP) and **B.** What has changed in your situation that will allow you to demonstrate SAP at the next evaluation.

I hereby attest that to the best of my knowledge, everything I have recounted in this appeal is true and accurate.

Signature

Date

DUE DATES for the 2020-2021 Academic Year:
Summer 2020 Appeals – DUE on or before **8/6/2020**
Fall 2020 Appeals – DUE on or before **12/4/2020**
Spring 2021 Appeals – DUE on or before **5/7/2021**

FOLLOW THESE STEPS TO SUBMIT YOUR APPEAL:

1. Go to the Document Upload section of your CUNYFIRST account.
2. Select Financial Aid for the document class and Appeal for the document type upload this appeal statement and any documentation.
3. Confirm your submission by emailing StudentAffairs@citytech.cuny.edu

For more information about how to submit documents, click here and follow pages 1-3
http://www.citytech.cuny.edu/financial-aid/docs/student_upload_documents.pdf