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COLLEGE OF TECHNOLOGY
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NEW YORK CITY COLLEGE OF TECHNOLOGY
Committee on Financial Aid Standing

TAP/APTS Waiver Application Instructions

If you were a first time TAP/APTS recipient in the Fall of 1981 or thereafter, the regulations state that you must:

1. Pursue the program of study in which you are enrolled
2. Make satisfactory academic progress, and
3. Meet the C average (2.0) requirements for TAP payments five through the maximum for which you are eligible.

If you failed to meet the program pursuit requirements, the academic progress standard or the "C" average requirement for New York State TAP/APTS awards, you may request and subsequently be granted a waiver to maintain eligibility for state aid. You can receive two waivers for your undergraduate studies. One is a waiver relating to your failure to achieve the program pursuit or academic progress standard; the other is a waiver relating to your failure to achieve the "C" average requirement.

The request of the waiver must originate with you. The waiver may not be granted automatically, and is intended only to accommodate extraordinary or unusual cases. If you think that you have a strong reason that would make you eligible for this special waiver, please fill out "Section I" on the TAP Waiver Application form. Be sure to attach the necessary documentation to support your claim.

The decision to grant or deny the waiver is determined by the Committee on Financial Aid Standing. You will be notified by mail of the committee's decision. The decision of the committee is final.

PLEASE COMPLETE APPLICATION ON REVERSE SIDE

**New York City College of Technology
TAP/APTS Waiver Application Form**

SECTION I: (to be completed by student)

Name: _____ SS# _____
Address: _____ Semester _____
_____ Date _____
Telephone () _____

Why do you feel you should be considered for a **TAP Waiver** ?

If, indeed extraordinary circumstances caused a given situation for you, explain fully such circumstances and attach **SUPPORTING DOCUMENTS** which prove your claim.

DO NOT WRITE BELOW THIS LINE

Section II: (to be **completed** by the **Committee on Financial Aid Standing**)

Waiver Criteria:

Personal

- _____ Serious family and financial problems
- _____ Death in immediate family
- _____ Personal illness involving hospitalization or extended home confinement under a doctor's supervision.
- _____ Illness in the immediate family
- _____ Emotionally disabling conditions
- _____ Changing work conditions beyond the control of the student
- _____ Student is unable to attend classes because of military duty orders, temporary incarceration or other involvement with government agencies.

Academic:

- _____ An assessment of the student's academic record indicates that the granting of the waiver at this time will enable student to regain satisfactory academic standing within one semester.

Supporting Documentation: _____

Type of Waiver:

- _____ Program Pursuit
- _____ Academic Progress
- _____ "C" average requirement
- _____ Approved
- _____ Denied

Basis for action: _____

Authorized signature _____ Date: _____