



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET, BROOKLYN, NY 11201-2983

**OFFICE OF STUDENT AFFAIRS
NAMM BUILDING, ROOM 325
TEL: (718) 260-5430 FAX: (718) 260-5351**

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. Read all instructions, fill out the form completely and sign and date the appeal.
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, 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 should reference your name, dates of visits/treatments, and any other information pertinent to your appeal circumstances. Include any statements (on company letterhead) from third party persons (e.g. clergy, employers, medical professionals, etc.) who can verify your extenuating circumstances. NOTE: Lack of documentation may result in the denial of your appeal.
3. Submit the completed appeal with your statement and documentation to the **Office of Student Affairs-Namm 325**.
4. Complete appeals will be reviewed in a timely manner, usually 7-10 business days. You will be notified of the outcome of your appeal via email and regular postal mail. ****Please note** that incomplete appeals and requests for documentation will cause delays. Please plan accordingly.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____ EMPL ID: _____ Circle one: FALL SPRING SUMMER

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: () _____ EMAIL: _____

You must 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

SUBMIT TO:
Committee on Financial Aid Standing
C/O Office of Student Affairs
New York City College of Technology
300 Jay Street, Room Namm 325
Brooklyn, New York 11201