

TOMPKINS CORTLAND COMMUNITY COLLEGE
PETITION FOR FINANCIAL AID WAIVER POLICY

If a student is not in good academic standing at the end of a semester, he or she may not receive future financial aid until he or she demonstrates improved academic standing. However, a student may request a Financial Aid Waiver to have his or her aid reinstated in order to continue to receive one or all of the following: Pell grants and loans, NYS TAP.

BASIS OF WAIVER:

College policy states that students must have some extreme reason(s) for failing to achieve satisfactory academic standing. Extreme situations involving medical conditions, psychological stress, family/ personal issues, and legal problems are some examples of extenuating circumstances that may be considered. Not all extreme situations can be listed and the Dean of Student Life may approve waivers for other extenuating circumstances not listed here. These unexpected difficulties, considered beyond a student's control, must be verified by official documentation. In addition, the student's academic record must indicate that the waiver would be in his or her best interest for future academic success. The basis of the approval will be documented.

In reviewing a student's request for a waiver, the Dean of Student Life may contact faculty members, advisors, or other related parties. The Dean may also require additional documentation that would support a waiver request.

PROCEDURES:

- 1.) Obtain a "PETITION FOR FINANCIAL AID WAIVER FORM" from the Dean of Student Life Office in Room 218, or go to: <http://www.TC3.edu/student/forms/FA-waiver.asp>.
- 2.) Complete the waiver form and attach at least two forms of related supporting documentation.
- 3.) **Submit your waiver and documentation as soon as possible, but no later than FRIDAY, JANUARY 20, 2012.**
- 4.) **Students interested in on-campus housing must resolve this matter BEFORE their housing request will be considered.**
- 5.) If you have not done so already, please complete your 2011-2012 FAFSA on-line at: www.fafsa.ed.gov. You must do your FAFSA before the waiver form can be reviewed.
- 6.) The Dean will review the form and request additional information, if necessary. **No waiver forms or documentation will be accepted after Friday, January 20, 2012.**

Note: No student is eligible to receive a second TAP waiver as an undergraduate at any New York State college.

STOP!

APPROVAL OF A FINANCIAL AID WAIVER FORM IS REQUIRED
IN ORDER TO CONTINUE TO RECEIVE ONE OR ALL OF THE FOLLOWING:
PELL GRANTS AND LOANS, N.Y.S. TAP.

TO COMPLETE THE FINANCIAL AID WAIVER PROCESS, YOU MUST:

- Be officially admitted by the College and matriculated in a degree program.
- Go on-line and complete your **2011-2012 FAFSA** (if you have not already done so).
- Pay any outstanding TC3 tuition bills. You cannot register for classes until outstanding bills are paid in full.
- Complete the attached Waiver Request Form, following all instructions on the form and completing Questions #1 - #4. You must complete and submit your form to the Dean of Student Life Office as soon as possible, but no later than FRIDAY, JANUARY 20, 2012.**
 - **Students interested in on-campus housing must resolve this matter BEFORE their housing request will be considered.**
- Include letters of support/documentation to verify what you write in your waiver statement.**

Additionally:

- IF you are on Academic Probation, you must meet with an academic advisor to complete a “Conditions of Enrollment Agreement” before your waiver form can be reviewed.
- IF you are on Academic Suspension, you must submit a written appeal to the Committee on Academic Status (COAS) and that appeal must be sustained by COAS before your waiver form can be reviewed.



NOTE: You will be notified by mail, phone, or TC3 e-mail regarding the outcome of your waiver request.



**PETITION FOR FINANCIAL AID WAIVER REQUEST FORM
DEAN OF STUDENT LIFE OFFICE**

170 North Street, Dryden, NY 13053
Phone: 607.844.8211, ext. 4316 ❖ Fax: 607.844.6539
Room 218 ❖ E-mail: dos@tc3.edu

(Semester/Year for which aid is being requested.)

NAME: _____ STUDENT ID #: _____ - _____ - _____
Street Address: _____ Cell phone #: (_____) _____
City/State/Zip: _____ Home/other #: (_____) _____
TC3 E-mail: _____ Date: _____

[For your security, only your TC3 e-mail address will be used for communication regarding your waiver request.]

- I believe that I experienced extenuating circumstances during the _____ semester [enter the Semester/Year that you last attended TC3], which resulted in my being placed on the Financial Aid Stop List.
- I am submitting a waiver form, along with supporting documentation, requesting that the circumstances of my situation be reviewed so that I may continue to receive financial aid. **I understand that a waiver is required in order to continue to receive one or all of the following: Pell grants and loans, N.Y.S. TAP.**
- I understand that if I am on the TAP Stop List, a waiver will not be considered unless it meets the specific N.Y.S. TAP guidelines (documented evidence of a serious medical condition or a serious family/personal issue). I also understand that I am not eligible to receive a second TAP waiver as an undergraduate at any New York State institution.
- I am aware that I must be officially admitted by the College and must complete a 2011-12 FAFSA. Also, I am aware that any outstanding TC3 tuition bills must be paid in full before I can register for classes.
- I am aware that my waiver form and all supporting documentation/letters of support must be submitted to the Dean of Student Life Office as soon as possible, but **no later than Friday, January 20, 2012.** And, if interested in on-campus housing, this matter must be resolved **before** my housing request can be considered.

PLEASE NOTE:

- An appointment is not required at the time the waiver is submitted, however, the Dean and/or Waiver Review Committee may request an appointment if further information or clarification is required.
- If you are on Academic Probation, you must meet with an academic advisor and complete a "Conditions of Enrollment Agreement" before your waiver request form can be reviewed.
- If you are on Academic Suspension, you must submit a written appeal to the Committee on Academic Status (COAS) and that appeal must be sustained by COAS before your waiver request form can be reviewed.
- You will be notified by mail, phone, or TC3 e-mail regarding the outcome of your waiver request.

**PLEASE COMPLETE ALL FOUR QUESTIONS ON PAGE 2 OF THIS WAIVER FORM.
SUBMIT THE FORM AND YOUR SUPPORTING DOCUMENTATION TO THE DEAN OF STUDENT LIFE OFFICE.**

PLEASE COMPLETE THE FOLLOWING FOUR QUESTIONS. USE BLACK PEN AND WRITE LEGIBLY, OR TYPE YOUR ANSWERS ON A SEPARATE SHEET OF PAPER AND ATTACH TO THIS FORM.

1. What were the specific circumstances that hindered your academic performance during your most recent enrollment at Tompkins Cortland Community College? Include the date(s) when the circumstances occurred.

2. How and why did the circumstances hinder your academic performance?

3. What are you including for documentation? You must indicate below, with a check mark, the supporting documentation you are attaching to your waiver form to verify the circumstances that you identify in Questions 1, 2 & 4. Documentation must be attached.

<input checked="" type="checkbox"/>	CIRCUMSTANCES:	DOCUMENTATION TO BE SUBMITTED:
<input type="checkbox"/>	Student's illness or injury.	Medical records, including effective dates.
<input type="checkbox"/>	Extenuating circumstances involving a family member.	Medical records, death certificate, legal papers, including effective dates.
<input type="checkbox"/>	Student's legal issue.	Court papers, including effective dates.
<input type="checkbox"/>	Other (please state):	

Note: A N.Y.S. TAP waiver will only be considered if there is documented proof of a serious illness or a serious personal/family issue. (Must meet the TAP waiver guidelines).

4. State how the circumstances have been resolved, no longer exist, or will no longer hinder your academic performance.

Student Signature _____

ID # _____

Phone Number(s) _____

Date _____