

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.

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.pdf>.
- 2.) Complete the waiver form and attach at least two forms of related documentation.
- 3.) Submit your waiver and documentation as soon as possible, but no later than **Wednesday, January 20, 2010.**
- 4.) If you have not done so already, please complete your 2009-2010 FAFSA on-line at: www.fafsa.ed.gov. You must do your FAFSA before the waiver form can be reviewed.
- 5.) **Students interested in on-campus housing must resolve this matter before their housing request will be considered.**
- 6.) The Dean will review the form and request additional information, if necessary.
No waiver forms or documentation will be accepted after January 20, 2010.

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

STOP!

BEFORE YOU SUBMIT YOUR FINANCIAL AID WAIVER FORM, YOU MUST:

- Complete your 2009-2010 FAFSA form.
- Be officially admitted by the College and matriculated in a degree program.
- Resolve any outstanding tuition matters.
- Attach documentation and letters of support verifying what you write on the attached waiver request form.

Additionally:

- IF you are on Academic Probation, you must meet with an advisor to complete a Probation Agreement before your waiver can be reviewed.
- IF you are on Academic Suspension, you must file an appeal with the Committee on Academic Status (COAS), and that appeal must be sustained by COAS, before your waiver can be reviewed.



**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 #: _____ - _____ - _____

ADDRESS: _____ TELEPHONE #s: (_____) _____

(_____) _____

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.
- Therefore, I am submitting a waiver petition, 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 if I am on the TAP Stop List, a waiver will not be approved unless it meets the specific NYS TAP guidelines (documented medical or serious family/personal issues).
- I 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 that all outstanding TC3 tuition bills must be resolved (paid in full, or approved payment plan) prior to the review of my waiver.
- 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 Wednesday, January 20, 2010.

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 Probation Agreement before your waiver can be reviewed.
- Your waiver will not be reviewed if you are on Academic Suspension unless you file an appeal and your appeal is sustained by the Committee on Academic Status (COAS).
- You will be notified by mail, phone, or TC3 e-mail regarding the outcome of your waiver request.

**PLEASE COMPLETE THE 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. You must indicate with a check mark what supporting documentation you are attaching to your waiver form to verify the circumstances that you identified in Question 1 above.

<input checked="" type="checkbox"/>	CIRCUMSTANCE	REQUESTED DOCUMENTATION
<input type="checkbox"/>	Injury or illness of student.	Medical records, including effective dates.
<input type="checkbox"/>	Extenuating circumstances involving a family member.	Medical records, death certificate and/or court papers, including effective dates.
<input type="checkbox"/>	Legal issue.	Court papers, including effective dates.
<input type="checkbox"/>	Other (please state):	

Note: Documented illness or serious personal/family issues are the only accepted circumstances when requesting a N.Y.S. TAP waiver.

4. State how the circumstances have been resolved, no longer exist, or will no longer hinder your academic performance at TC3.

Student Signature _____

ID # _____

Phone Number(s) _____

Date _____