



Hunter College
The City University of New York
Office of Financial Aid
695 Park Avenue, Room 241 North
New York, N.Y. 10065
Tel: 212.772.4820
TAP@hunter.cuny.edu

Tuition Assistance Program (TAP) Waiver Appeal Form

Section 1

Name: _____ EMPL ID: _____
Last First
Address: _____ Apt. No. _____
City: _____ State: _____ Zip Code: _____ Telephone No. _____
Hunter College e-mail: _____

Section 2

1. Waiver appeal semester: Fall: 2024

2. Waiver appeal for payment number: _____

Program Pursuit Standard

_____ of _____ credits were completed during the last TAP-supported semester.

Academic Progress

_____ of _____ credits have been accumulated after the last TAP-supported semester.

Grade Point Average (GPA)

The G.P.A. is _____ but should be at least _____ after the last TAP supported semester.

3. My request is based on the following reason(s) listed below.

- _____ Illness/Injury/Personal Tragedy
_____ Changing work conditions
_____ Other _____

Section 3 - Student Release of Information

I am requesting a waiver of the good academic progress requirements necessary to receive a TAP award. I am aware of how I may reestablish my TAP eligibility and I have chosen to request a waiver. This appeal does not guarantee my TAP reinstatement and that it will not increase my total number of TAP payments. I understand that only one waiver may be granted as an undergraduate student. In subsequent semesters, I must meet the academic progress requirements to continue receiving a TAP award. Therefore, I am requesting that my appeal and attached documentation be reviewed for consideration for the granting of a one-time waiver.

Student's Signature: _____

Date: _____

(REVERSE)

TAP Waiver Appeal Policies:

Students who fail to meet one or more of the TAP academic requirements may regain eligibility in one of the following ways:

- Makeup past academic deficiencies by completing one or more semesters without receiving any State aid.
- Be readmitted to Hunter College after an absence of at least one calendar year, (contingent upon grade point average requirement).
- Transfer to another college.
- Apply for a one-time waiver of the TAP academic requirements if you have not previously received a TAP waiver.

The TAP waiver provision does not exist to provide one additional term of eligibility for all students who fail to meet pursuit of progress requirements. It is expected that most students who fail to meet the pursuit of progress requirements will not be granted the waiver and hence will not receive any further State awards until they have regained good academic standing.

- The waiver is not automatic.
- The waiver is intended only to accommodate extraordinary or unusual cases.
- The waiver will be granted only when there is a reasonable expectation that the student can meet future requirements.

TAP Waiver Procedures:

1. Complete the TAP Waiver Appeal form.
2. Submit a detailed and signed personal statement (up to 500 **typed** words):
 - Describe in detail the extenuating circumstances.
 - How you propose to resolve the deficiency that contributed to your unsatisfactory academic progress.
3. Meet with an academic advisor to develop an Academic Plan which states how you are going to improve your academic record.
4. Attach copies of documents that support the extraordinary circumstances you describe in your appeal.
5. Submit your documents via the CUNYfirst Document Uploader: TAP Waiver Appeal form, Personal statement, Academic Plan and supporting documents.

To upload and submit documents using the CUNYfirst Document Uploader:

1. Log into CUNYfirst.
2. Select **Student Center** and navigate to **Student Tools**.
3. Select **Document Upload**. The Document Upload page displays with your name and 8-Digit CUNYfirst ID.
4. Using the **Document Class** drop-down menu, select one of the following document classes corresponding to the document to be uploaded:
 - Financial Aid
6. A **complete** fall 2024 TAP Waiver Appeal application must be submitted no later than December 21, 2024.
 - TAP waiver documents submitted after the semester in question has ended, or incomplete appeals, **will not** be accepted and will be returned to the student.