



Hunter College  
The City University of New York  
Office of Financial Aid  
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New York, N.Y. 10065  
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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: Spring 2025

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

\_\_\_\_\_ other extenuating/special circumstances \_\_\_\_\_

### 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.

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 in the current semester.
4. Attach copies of documents that support the extraordinary circumstances you describe in your appeal.
5. Submit your documents: TAP Waiver Appeal Form, Personal Statement, Academic Plan and supporting documents.
6. A **complete** spring 2025 TAP Waiver Appeal application must be submitted no later than February 21, 2025.
  - 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.