



Hunter College
The City University of New York
Office of Financial Aid
695 Park Avenue, Room 241 North
New York, N.Y. 10021
Tel: 212.772.4820
Fax: 212.650.3666

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: Summer: 20____ Fall: 20____ Spring: 20____

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 upon the following reason(s) listed below. Supporting documents are attached.

_____ Illness/Injury/Personal Tragedy/Emotionally disabling condition

_____ 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 the ways in which 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 to receive a TAP award. Therefore, I am requesting that my appeal and attached documentation be review by the TAP Waiver Committee.

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:

- Make up 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 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.
 - Contact the Office of Financial Aid at tap@hunter.cuny.edu to arrange an appointment to receive advising and to obtain the TAP Waiver Appeal form.
2. Submit a detailed personal statement (up to 250 **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 action plan which states in detail how you are going to improve your academic record, and which will be submitted with your TAP Waiver Appeal form.
4. Attach copies of documents which support the extraordinary circumstances you describe in your appeal.
5. Submit to the Office of Financial Aid :
 - The TAP Waiver Appeal form.
 - Your personal statement.
 - The academic action plan.
 - Photocopies of supporting documentation (include your name, current address, and the last four digits of your social security number on all documents being submitted for review).
6. The TAP waiver appeal form must be submitted no later than the last day of the finals exam week within the semester in which the waiver is being requested.
 - 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.
7. Students will be notified via their Hunter College e-mail account within 15 business days of the TAP Waiver Committee's decision.