

Appeal of Financial Obligation 'hqt 'a'a'a'a'a a'a'Ugo gungt

In regards to this appeal for a financial balance due to the college, please be aware of the following:

- **The deadline for turning in the appeal is two weeks prior to the start of term**
- You will have to submit a written appeal to support your case.
- Please submit any documentation that you have to support your appeal, for example, medical documents, certificates (birth, death) etc.
- **Any appeal for debts that are over a period of one year and have been sent to collections will not be reviewed.**
- If your debt is due to an unofficial withdrawal from classes or never attending classes, please note that those cases take longer to review and give a decision.
- Any appeals dealing with mis-advisement, or being placed in the wrong course, for example remedial classes, must have documentation from the chair of the department (no exceptions).
- The process of submitting an appeal does not mean it will be approved.

PART I: Contact Information (Please print legibly)

Student's Name: _____
Last First Middle Initial

Current Address: _____
Street Address Apartment #
City State Zip Code

CUNYfirst EMPL ID#: _____ Email Address: _____

Home Phone#: _____ Cell Phone#: _____

PART II: Determination of Need

Check one or more of the following reasons why you are applying for this appeal.

- Death in the family
- Homelessness or sudden loss of housing or job
- Medical/Dental emergencies
- Victims of Domestic Violence
- Other (you may give an explanation of your emergency)

PART III: Financial Aid Verifications (FOR OFFICIAL USE ONLY- please indicate amount)

| | | | |
|--|----|-----|----|
| Did the student receive financial aid for the semester? | No | Yes | \$ |
| Did the student receive a Book Advance for the semester? | No | Yes | \$ |
| Did the student withdraw from classes, but received a PELL refund? | No | Yes | \$ |
| Did the student receive a refund? | No | Yes | \$ |

Financial Aid Representative: _____

PART IV: Bursar Verifications (FOR OFFICIAL USE ONLY)

Itemized detailed bill for term or terms in question

Bursar Representative: _____

PART V: Supplementary Documentation

Supporting Documentation

Provide as much evidence/documentation as possible in order to support your reason for requesting this appeal of financial obligation. The more documentation you are able to supply, the better your chances for the appeal being approved. Examples of acceptable documents include medical bills, bank statements, letter from your employer stating your loss of job, letter from your landlord stating rent owed or loss of housing, police report for theft, etc.

Student's Signature

Date

When you submit your appeal you will be given a case number. Please refer to that case number when inquiring about your case. You will receive an email or a phone call with the final status of your appeal when your appeal has been either approved or denied.

****Please note:** Appeals will take about between four to six weeks for processing from the date it was submitted. Appeals will not be rushed if submitted for readmission to college, and all decisions will be final.

**Application and supporting documents must be submitted to the
Office of the Registrar, Colston Hall, Room 513**

| Signature of Representative | Appeal Granted | Signature of Representative | Appeal Denied |
|-----------------------------|----------------|-----------------------------|---------------|
| REG | | REG | |
| FA | | FA | |
| BUR | | BUR | |