



## TITLE IV WAIVER APPEAL INSTRUCTIONS

Students who have TIV holds placed on their records are considered not meeting Satisfactory Academic Progress (SAP). Students may fail to meet SAP based on having attained below a 2.0 cumulative GPA by the end of the Spring 2018, or having insufficient earned credits, or having attempted over 150% of the credits necessary to earn a degree at Queens College.

If you have applied for Financial Aid for the 2018-2019 academic year, and have not met SAP, you may choose to submit an appeal for a Title IV Waiver to the Financial Aid Waiver Committee. If you are applying for a TAP waiver you must use the TAP/ APTS Waiver appeal form.

You can submit your completed appeal at Counseling Services located in Frese Hall, first floor, within one month of notification of ineligibility. The deadline for submission of the TIV waiver for the Fall 2018 semester is October 26<sup>th</sup>, 2018. Submitting your documents as early as possible will result in early review of your Financial Aid status.

You may make an appointment with a counselor in Counseling Services (Frese Hall- first floor- (718) 997-5420 if you need assistance with your appeal.)

Here are the 5 components of a complete appeal packet: Please check all

- Fill in the Title IV waiver appeal form signed and dated. Do not keep any of the carbon copies.
- You must include an explanation, or an attached typed letter of explanation addressing the following:
  - a. Your reasons for failing to meet SAP
  - b. What you plan to do to recover academically
  - c. Expected date of graduation.
- You must attach appropriate evidence of your reasons such as: doctor's notes, hospital records, Death certificates, Court/legal documentation, Police reports. Evidence must be dated. Any submitted documents will not be returned to the student.
- You must include an academic plan showing what needs to be accomplished within the next year to meet SAP, from the Advising Center (Kiely Hall 217: 718-997-5599). SEEK students will attain academic plans from the SEEK department.
- Your current Queens College transcript (unofficial from CUNYFIRST)

You will receive the results via mail in approximately three weeks of submission of your appeal. All decisions are final. If you have not had a response by then, please call 718-997-5420 to check on the status of your appeal.