



## Appeal to Regain Eligibility for Federal and/or New York State Financial Aid

The financial aid appeal approval is not automatic. It may only be requested for the circumstances and time period that affected your ability to make progress toward your degree. The approval of a request for regaining financial aid eligibility is a two-part process:

1. Verification of your academic eligibility, which is determined by Student Academic Services with final approval by the dean or dean's designee for undergraduate students and by the School for Graduate Studies for graduate students, and
2. Ensuring that the request meets federal and state regulations for mitigating circumstances.

The appeal can only be approved when both parts of the process have been completed and your situation meets all of the requirements. Undergraduate students must submit the information required for both parts to Student Academic Services at [AcademicServices@esc.edu](mailto:AcademicServices@esc.edu), phone 646-230-1278, or fax 212-206-1831. Graduate students must submit the appeal directly to the Financial Aid office at [FinancialAid@esc.edu](mailto:FinancialAid@esc.edu) or fax 518-580-4863.

**The Mitigating Circumstance Committee of the Financial Aid office has the authority to approve a federal and/or state financial aid appeal request. However, that approval is dependent on the verification of your academic eligibility. The dean or dean's designee is responsible for determining your academic eligibility. If it is determined that you do not meet academic eligibility requirements, the Mitigating Circumstance Committee cannot approve the appeal request.**

### Part One – Determination of Academic Eligibility for Regaining Federal and/or State Financial Aid Eligibility

To determine academic eligibility for approval of the appeal, it must be determined that:

1. You are eligible to re-enroll, and
2. You are likely to achieve the academic requirements.

You must provide evidence that you are ready and able to achieve academic requirements. Often this means that the circumstances leading to your academic difficulties have been resolved and that you have taken steps to ensure your own success. The letter that you write to accompany your request for the appeal should outline the steps that you have taken to meet academic progress requirements. This statement will be considered along with the reasons that you failed to meet academic requirements in determining if you are likely to achieve academic requirements in the future.

If it is determined that you have met the academic eligibility requirements for the appeal statement, then the dean or dean's designee will sign the academic eligibility statement and forward your request for the financial aid appeal to the Mitigating Circumstance Committee for the next step in the approval process.

### Part Two – Ensuring that the Request Meets Federal/State Requirements

The financial aid appeal process is intended only to accommodate extraordinary or unusual cases such as a death in the family, serious illness for you or your immediate family member, serious or unusual circumstances, or extreme personal emotional distress. Third-party documentation to verify the extraordinary circumstances **must** accompany your request. Such documentation might be a doctor's statement in the case of illness or a copy of the death certificate in the case of the loss of a close family member.

The Mitigating Circumstance Committee will review the appeal request to ensure that the request meets federal/state requirements. They will certify that:

1. The dean or dean's designee has signed the academic eligibility statement,
2. The extenuating/mitigating circumstances meet federal and/or state requirements, and
3. Appropriate documentation of those extenuating/mitigating circumstances has been included.

The Mitigating Circumstance Committee is responsible for reviewing the circumstances that led to your academic difficulty. They will review the letter that you write to Student Academic Services and the third-party documentation to ensure that your circumstances meet the federal/state definitions of extenuating/mitigating circumstances.

If the committee determines that all of the requirements are met, they will review each case and make a judgment about what is in the best interest of you given the current circumstances.

## Procedure

### Student's Responsibility

1. Complete and sign the appeal form.
2. Write a letter that fully describes:
  - a. **The circumstances and time frame** that led to your academic difficulties and how they have been resolved, and
  - b. **The steps that you have taken to ensure your own academic success.**

This letter serves to inform of the situation and show that you are ready and able to achieve academic requirements. It also provides information to the Mitigating Circumstance Committee of the Financial Aid office about the extraordinary or unusual circumstances to inform their decision about whether your situation fits the federal/state requirements for extenuating/mitigating circumstances.

3. Obtain third-party documentation of your situation from a physician, psychologist, or other source approved by the Mitigating Circumstance Committee. The documentation serves as independent verification of your circumstances. While a letter from a family member is not sufficient, hospital discharge papers, a letter from your employer, a police report, or documentation from a human services agency may suffice.
4. Undergraduate students must submit the above three items to Student Academic Services at [AcademicServices@esc.edu](mailto:AcademicServices@esc.edu), phone 646-230-1278, or fax 212-206-1831. Graduate students should submit the items directly to the Financial Aid office at [FinancialAid@esc.edu](mailto:FinancialAid@esc.edu) or fax 518-580-4863. Keep a copy for your records.

### Student Academic Services' Responsibility

1. Determine if you are eligible to re-enroll and is likely to achieve the academic requirements, make recommendation to the dean or dean's designee.
2. If you meet the academic eligibility requirements, the dean or dean's designee will:
  - Sign the academic eligibility statement on the appeal form and forward the request with all attachments to the Mitigating Circumstance Committee.
  - Notify you that you have met the academic eligibility requirements and that the request has been forwarded to the Financial Aid office. You also should be informed that the Mitigating Circumstance Committee will verify that your situation meets federal/state requirements, that appropriate documentation has been included with the request, and that they may deny or approve the appeal.
3. If you do not meet the eligibility requirements:
  - Notify you in writing.
  - Forward a copy of the denial letter sent to you along with the request for the appeal to the Mitigating Circumstance Committee of the Financial Aid office.

### Mitigating Circumstance Committee's Responsibilities

1. Verify that the dean or dean's designee has signed the academic eligibility statement, that your situation meets federal and/or state requirements and that appropriate documentation of those extenuating/mitigating circumstances has been included.
2. If all of the above requirements have been met, consider the appeal and notify you of the committee's decision.
3. If any of the above requirements have not been met, seek additional information (if appropriate) or notify you of the committee's decision.



# Federal/New York State Financial Aid Appeal to Regain Eligibility

## Student Section

Student name (print) \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

I am submitting this appeal due to mitigating circumstances to regain eligibility for federal and/or New York state financial aid with all required information and documentation. I attest that the information provided is accurate.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## School Section

### Academic Eligibility Statement

The above student has submitted an appeal to regain eligibility for federal/state financial aid along with the required letter and documentation.

- I certify that the student is eligible to re-enroll and that there is a reasonable expectation that the student can meet future academic requirements.
- I cannot certify academic eligibility for financial aid.

Dean or dean's designee signature \_\_\_\_\_ Date \_\_\_\_\_

Type or print name and title \_\_\_\_\_

### Financial Aid Review

The above student has submitted documentation, which is on file in Financial Aid supporting his/her claim to mitigating circumstances, which caused him/her to lose aid eligibility.

After review by the Mitigating Circumstance Committee, the decision regarding this appeal request is checked below:

Federal  Approved  Denied

New York state  Approved  Denied

Mitigating Circumstances Committee signature \_\_\_\_\_ Date \_\_\_\_\_