



Request for Waiver of Satisfactory Academic Progress Requirements

Students who do not meet minimum satisfactory academic progress requirements to receive financial aid may request that an exception (waiver) be made to reinstate their eligibility for funds. Students with serious extraordinary or unusual circumstances may submit a written waiver request accompanied by supporting documentation to the financial aid office for consideration. Federal and state agencies site examples of circumstances that may qualify for a waiver such as a serious illness that prevents the student from completing course work, or a death in the immediate family. Waiver requests are evaluated on a case by case basis; results are forwarded to students by mail within ten business days.

1. **On a separate sheet of paper, please explain:**

- the circumstances that prevented you from maintaining the required level of satisfactory academic progress.
- how you have overcome the problem(s) you experienced.
- how you plan to improve your academic record and maintain satisfactory progress.

2. **Attach:** Documentation from a third party to support your request. Examples of acceptable third party sources include a: doctor, professor, counselor, social worker, or clergy person. Letters from family members are not appropriate for this purpose. Documentation should be in the form of a letter which states: your name, their relationship to you, their knowledge of the problem(s) that you had and how you have resolved them, the date(s) of that problem, and their signature. **Your waiver request cannot be accepted or reviewed without this attached documentation.**

3. **Submit your request with your third party documentation to your campus financial aid office**

I am requesting consideration for a waiver of satisfactory academic progress requirements in order to receive Title IV Federal Aid and/or NYS aid for the following semester Fall _____ Spring _____

I certify that the information that I have provided for consideration of a waiver of satisfactory academic progress requirements for financial aid purposes is true and correct.

Student's name-PRINT

J _____
JCC student ID #

Student's street, city, state, zip code

Student phone number

Student signature

Date