

## ATTENTION:

### **2017- 2018 Financial Aid Waiver Deadlines**

Summer 2017

Fall 2017

Spring 2018

*July 11, 2017*

*September 14, 2017*

*February 16, 2018*

### **Please be advise of the following**

1. This application is not to verify economic eligibility for Financial Aid Program.
2. You must be in an approved matriculated program.
3. You must be a Citizen or Eligible Non-Citizen.
4. You must have applied and be otherwise eligible for the program which you are requesting a Financial Aid Waiver.
5. If selected by the Department of Education, you must complete verification for Federal Aid.
6. You must meet the Higher Education Services Corporation's Residency requirement for State Aid.
7. In the term of application, you must be registered in a minimum of 12 credits required for your program of study for State Aid (unless otherwise stated).
8. If required, you must take and pass all parts of the Ability to Benefit Exam by the posted deadline date for the term of application for State Aid.

**There are no guarantees that Financial Aid Waivers will be approved.**

## FINANCIAL AID WAIVER INSTRUCTIONS

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*(Please detach this sheet and retain for your records)*

Students who have been informed that they are ineligible for financial aid based on unsatisfactory academic progress, but feel they can document extenuating circumstances, may complete this application. Please be sure to follow all required steps listed in this packet.

1. Complete the Financial Aid Waiver Application and agree to the Financial Aid Waiver Checklist. Retain a copy of each form for your records.
2. Complete the student information section of the Financial Aid Waiver application and submit a typed statement explaining in full detail the circumstance(s) for all the semester(s) in which you failed to meet Satisfactory Academic Progress (SAP) requirements. Documentation related to the circumstance(s) detailed in the statement ***must*** be attached to the application.

**NOTE: New York State Higher Education Services Corporation (NYSHESC) regulations state: “the granting of a Financial Aid Waiver is intended to accommodate only extraordinary or unusual circumstances beyond the student’s control”. All students are allowed only one waiver per academic career. Information regarding the use of waivers can be found in section 145-2.2 and 661 (4)(b) of the Regulations of the Commissioner of Education, the HESC website, and John Jay College bulletins at:**  
<http://www.highered.nysed.gov/ocue/documents/sfaregs145-2april09updte.pdf> or  
[http://www.hesc.ny.gov/content.nsf/CA/TAP\\_Coach\\_Waivers](http://www.hesc.ny.gov/content.nsf/CA/TAP_Coach_Waivers)) or  
<http://www.jjay.cuny.edu/360.php>.

3. Consult with your SEEK Counselor, if applicable, before completing the application. SEEK Counselors should submit a typed or written recommendation statement on behalf of the student.
4. Consult with your Case Advisor, if applicable, in the Office of Accessibility Services. Accessibility Services Case Advisors should submit a typed or written Verification letter on behalf of the student.
5. Submit all required forms, application and appropriate documentation to the Jay Express Service Center. **All incomplete applications will not be reviewed.**

## **ACADEMIC REQUIREMENTS FOR FINANCIAL AID**

### **Tuition Assistance Program (TAP), NYS Scholarships, and NYS Veterans Tuition Awards**

The academic guidelines for New York State (NYS) aid are divided into three major areas: Program Pursuit, Rate of Progress and GPA. Students must meet **all** three sets of rules in order to be eligible to receive one or more NYS award each semester.

#### **1. Program Pursuit**

Program Pursuit requires all students to earn a specific number of courses each semester. A course is considered completed when a grade of A, A-, B-, B, B+, C-, C, C+, D-, D, D+, P (Passing), or F (Failing) is awarded at the end of the semester. Grades of W (Official Withdrawal), WU (Unofficial Withdrawal), WA (Administrative Withdrawal), or WN (Never Attended) are not considered completed grades. **You are reminded that you may receive only ONE waiver from this regulation.**

#### **2. Rate of Progress**

Rate of Progress requires that a student accumulate a specific number of credits in the previous semester before receiving a NYS award for the current and/or subsequent semesters. The required number of accumulated credits depends on the number of NYS payments you have already received. Please check the John Jay College website to determine your required credit accumulation. **You are reminded that you may receive only ONE waiver from this regulation.**

#### **3. C Average**

In order for a student to receive or continue receiving a NY state award each semester, they must meet the GPA requirements. NYSHESC requires students to maintain, at least, the minimum GPA that corresponds to the number of NYS payments the student has received. Please check the John Jay College website to determine your required minimum GPA.

In addition to the above academic requirements for NYS awards, NYSHESC also declares that students must be registered for courses required for their major on file with the Registrar's Office, unless considered part of the major's eligible elective, pre-requisite, or general education requisite. You may check your course requisites by logging into your CUNY Portal account on the CUNY Portal website and clicking on the Student Advisement Degree Audit link ([www.cuny.edu](http://www.cuny.edu)).

### **Federal Grants**

In order to receive Federal financial aid, which includes Pell, SEOG, Perkins Loan, William D. Ford Federal Direct Loan, and Federal Work-study, a student must meet **both** of the following federal academic requirements.

#### **1. GPA Requirement**

Undergraduate students are required to maintain a minimum GPA that corresponds to the total number of accumulated credits earned each award year in order to be eligible for federal student aid each subsequent academic year. Graduate students are required to maintain a minimum GPA of 3.0 on a scale of 4.00 at the end of each academic year in order to be eligible for federal student aid each subsequent academic year. Please check the John Jay College website to determine the specific GPA required.

#### **2. Rate of Progress and Pace of Progression.**

Students are required to have earned a minimum of two-thirds of the total number of cumulative credits attempted. In addition, students must have not earned more than 150 percent of the credits required for the completion of the degree and must have cumulative earned credits equal to or greater than a specific percentage of credits attempted. Please see the John Jay College website to determine your required pace of progression and cumulative earned credits.



## FINANCIAL AID WAIVER APPLICATION

**Student Information** (Please print legibly in blue or black ink)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Semester and Year of Application:  Summer \_\_\_\_\_  Fall \_\_\_\_\_  Spring \_\_\_\_\_

Type of Waiver:  Federal Aid (PELL grant, SEOG grant, Direct loans, Perkins loan)  New York State Aid (TAP, NYS HESC Scholarship, Veterans Tuition Assistance)  Beneficial Placement

**Confidentiality Clause:**

With respect to the information disclosed herein this application, the financial aid office agrees to: (1) hold in trust and confidence all confidential information herein and will not publish, transfer or disclose to others, directly or indirectly, anything documented in this application without the prior consent or knowledge of the applicant; (2) will not copy or reproduce any confidential information, except where needed for the financial aid waiver process; (3) will not use any confidential information for any purpose without the prior consent of the applicant, except as may be necessary for the financial aid waiver process.

I, the undersigned, hereby acknowledge that:

1. I have read through the John Jay College bulletin for information on the academic requirements for financial aid.
2. I have completed and submitted the financial aid waiver application along with the appropriate documentation and forms.
3. I will notify the Financial Aid Office via [fawaivercommittee@jjay.cuny.edu](mailto:fawaivercommittee@jjay.cuny.edu) if I decline to continue with the financial aid waiver process. If I decline to continue with the process, I will be liable for all tuition and/or fees charges.

By signing this form I understand that:

1. Subsequent financial aid payments are not guaranteed regardless of the outcome of my financial aid waiver application, waiver appeal and/or academic plan.
2. It is my responsibility to meet the college's satisfactory academic progress requirements as set forth in the college's bulletin in order to be eligible for future financial aid payments, including federal, state, and/or institutional aid.
3. I will be placed on financial aid probation for a period of one semester in which, at the end of the semester, I must have been found to be in compliance all federal, state, and/or institutional academic requirements, in addition to complying with all the terms and/or conditions as set forth by an Academic Advisor as described in my academic plan.
4. It is my responsibility to complete a FAFSA and/or TAP application. In addition I must submit any additional documentation requested by the Financial Aid Office for the completion of Verification and/or loan processing.
5. **It is my responsibility to make full payment for all outstanding balances due to the college, which may incur with the denial of my waiver application, appeal, non-compliance of my academic plan, or my rejection of continuing with the financial aid waiver process.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Financial Aid Rep Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FINANCIAL AID WAIVER CHECKLIST

To ensure proper processing of your financial aid waiver application, please be sure to complete all of the steps listed on this checklist. Failure to complete all of the steps will result in a delay in the processing of your waiver application and/or reinstatement of your eligible financial aid award(s).

### Step 1: BEGINNING THE PROCESS

Complete the Financial Aid Waiver Application and agree to the Financial Aid Waiver Checklist. Once completed, visit a Financial Aid Counselor located in the Financial Aid Satellite Office at Jay Express Services Center to submit your application and supporting documentation. Please refer to the first page of this application packet for complete instructions.

### Step 2: APPLICATION STATUS

You will be notified via John Jay College email of the status of your financial aid waiver application. If your waiver has been **approved**, please move on to step 3 of this checklist. If your application is **pending**, do not move on to the next step. You will be informed via email on what you must do next to complete the process. If your application is **denied**, your application process stops. However, you have the option to appeal the committee's decision by contacting the Financial Aid Office.

### Step 3: ACADEMIC PLAN

As soon as you have been informed that your application has been **approved**, you must meet with an Academic Advisor who will place you on an academic plan. The academic plan will help you get/stay on track to meet all the academic requirements for financial aid.

- If you are an Undergraduate student: Please contact the Academic Advisement Department to schedule an appointment with an Academic Advisor.
- If you are a SEEK student: Please contact the SEEK Department to schedule an appointment with your assigned SEEK Advisor.
- If you are a Graduate student: Please contact the Chairperson of your Program of Study to schedule an appointment for advisement.

After you have received your academic plan, you must submit the completed form to the Jay Express Service Center. Please note, your financial aid award(s), including loans, will not be reinstated until the Financial Aid Office has received your completed academic plan form.

### **Acknowledgement:**

I, the undersigned, agree that I have completed all the steps listed above for the completion of my financial aid waiver application. I understand that failure to complete all the necessary steps will delay the process of my financial aid waiver application and/or reinstatement of my eligible award(s).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_