

# REQUEST FOR A NEW YORK STATE FINANCIAL AID WAIVER

The financial aid waiver is not automatic. It may only be requested for your most recent enrollment. The approval of a request for a financial aid waiver is a two-part process:

1. verification of your academic eligibility, which is determined by the dean of your center/program and
2. ensuring that the request meets federal/state requirements for a waiver of financial aid regulations.

The waiver will only be approved when both parts of the process have been completed and your situation meets all of the requirements. You must submit the information required for both parts to the dean of your center or program.

**The mitigating circumstance committee of student financial services has the authority to approve a financial aid waiver request. However, that approval is dependent on the verification of your academic eligibility. The dean of your center or program is responsible for determining your academic eligibility for the financial aid waiver. If the dean determines that a student does not meet academic eligibility requirements, the mitigating circumstance committee of student financial services cannot approve the request for a financial aid waiver.**

## Part One – Determination of Academic Eligibility for the Waiver

To determine academic eligibility for the waiver, the dean of your center or program must verify two things:

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

Enrollment eligibility can be established in a number of ways. For example, the dean may extend a warning, reinstate a student after the 16-week waiting period following a dismissal or make an exception to academic policy. Any of these situations will need to be documented separately and transmitted to the registrar.

You must provide evidence to the dean 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 waiver should outline the steps that you have taken to meet academic progress requirements. The dean will consider your statement 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 the dean determines that you have met the academic eligibility requirements for the waiver statement, then s/he will sign the academic eligibility statement and forward your request for the financial aid waiver to the mitigating circumstance committee of student financial services for the next step in the approval process.

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

The financial aid waiver is intended only to accommodate extraordinary or unusual cases such as a death in the family, serious illness to the student or immediate family, 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 of student financial services will review the waiver request to ensure that the request meets federal/state requirements. They will certify that:

1. the dean has signed the academic eligibility statement,
2. the extenuating/mitigating circumstances meet federal/state requirements, and
3. appropriate documentation of those extenuating/mitigating circumstances has been included.

The mitigating circumstance committee of student financial services is responsible for reviewing the circumstances that led to your academic difficulty. They will review the letter that you write to the dean 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 approve the waiver request.

## **Procedure**

### *Student's Responsibility*

1. Complete and sign the waiver form.
2. Write a letter to the dean that fully describes
  - a. the circumstances that led to your academic difficulty 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 the dean 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 student financial services 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 of student financial services. 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. Submit the above three items to the dean of your center or program. Keep a copy for your records.

### *Dean's Responsibility*

1. Determine if the student is eligible to re-enroll and is likely to achieve the academic requirements.
2. If the student meets the academic eligibility requirements:
  - sign the academic eligibility statement on the waiver form and forward the request with all attachments to the mitigating circumstance committee of student financial services.
  - notify that student that s/he has met the academic eligibility requirements and that the request has been forwarded to student financial services. The student should also be informed that the mitigating circumstance committee of student financial services will verify that the student's situation meets federal/state requirements, that appropriate documentation has been included with the request and that they may deny or approve the waiver.
3. If the student does not meet the eligibility requirements:
  - notify the student in writing.
  - forward a copy of the denial letter sent to the student along with the request for the waiver to the mitigating circumstance committee of student financial services.

### *Responsibilities of the Mitigating Circumstance Committee of Student Financial Services*

1. Verify that the dean has signed the academic eligibility statement, that the student's situation meets federal/state requirements and that appropriate documentation of those extenuating/mitigating circumstances has been included.
2. If all of the above requirements have been met, approve the waiver and notify the student.
3. If any of the above requirements have not been met, seek additional information (if appropriate) or notify the student in writing that the waiver was not approved.



# EMPIRE STATE COLLEGE

STATE UNIVERSITY OF NEW YORK

## WAIVER REQUEST FORM NEW YORK STATE FINANCIAL AID

### STUDENT SECTION

Student name (print) \_\_\_\_\_ S.S. # \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I am submitting this request to waive the eligibility requirements for New York state financial aid for my most recent term of enrollment with all required information and documentation. I attest that the information provided is accurate. I understand that I may receive only one New York state financial aid waiver for undergraduate study.

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

### SCHOOL SECTION

#### Dean's Academic Eligibility Statement

The above student has submitted a request for a waiver of eligibility requirements for New York 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 a New York state financial aid waiver.

Dean's signature \_\_\_\_\_ Date \_\_\_\_\_

Type or print name \_\_\_\_\_

#### Financial Aid Review

The above student has submitted documentation, which is on file in Financial Aid supporting his/her claim to extenuating circumstances, which caused him/her to lose aid eligibility. The primary reason is checked below:

- Serious illness to student/immediate family member
- Death of immediate family member
- Serious/unusual personal circumstances
- Extreme emotional stress

After review by the mitigating circumstance committee, the decision regarding this waiver request is checked below:

- Approved
- Denied
- Pending/Incomplete

School signature \_\_\_\_\_ Date \_\_\_\_\_