Appeal Process

1. If a Federal and/or State Appeal is needed an Appeal Form must be completed before aid consideration. The Appeal form and guidelines can be downloaded from the SUNY Orange web page (http://www.sunyorange.edu/financialaid/forms/this_year.shtml) or picked up in the Financial Aid Office.
   - **IMPORTANT INFORMATION:**
     - Only TWO Federal Appeal waivers can be granted during a students stay at SUNY Orange
     - Only ONE State Appeal waiver can be granted during a students stay at SUNY Orange

2. A completed Appeal should then be submitted with the following:
   - Signed Appeal Form
   - Completed “Plan of Study” (on back of Appeal Form) - signed by student and academic advisor
   - Written letter of Appeal from the student - this should include, but not limited to, what the problem was, when it occurred, how it affected your studies, and how it has been resolved.
   - Supporting documentation

3. When the form is submitted, it is recorded in Banner self-service as “S” (submitted) and then scanned.
   - An Appeal for Summer, Fall and Spring will be recorded in **both** the previous academic year as “T4A” (for the 201360 term) and the current academic year as T4A. (i.e. 12-13 year as T4A for summer with the term populated as 201360, and the 13-14 year tracking for T4A marked S for the 13-14 year)
   - An Appeal for only Fall and/or Spring will be recorded in the current academic year as T4A. (e.g. the 13-14 year tracking for T4A marked “S” for the 13-14 year)

4. A counselor reviews the appeal to approve, deny or place as pending/hold for further information.
   - If further information is needed - the status on Banner is changed to “2” or “7” and letter is sent out to the student explaining exactly what the counselor needs.
   - If the appeal is **approved** – the status on Banner is changed to one of the following “1”, “5” or “6” and a decision letter is sent to the student informing him/her of the decision.
   - If the appeal is **denied** – the status on Banner is changed to “D” and a decision letter is sent to the student informing them of the decision.

5. If the Appeal is denied the counselor and/or student can request an appointment to explain the decision.

6. If the Appeal is granted the student must come into the office and sign a Title 4 Agreement verifying he/she understands the conditions of the waiver. This waiver **must** be signed before any aid for the academic year can be moved to the paid column.

(revised 05/03/13)