



CHECKLIST FOR APPEAL PROCESS

☐ **Fill out Appeal Form**

- Forms can be obtained from:

[http://www.sunyorange.edu/financialaid/forms/FormsDocuments 2013 2014.shtml](http://www.sunyorange.edu/financialaid/forms/FormsDocuments%202013%202014.shtml)

Or

- Come in to the Financial Aid Office to get form

- ✓ Attach written letter explaining your circumstances of event, be sure to include dates, how it affected your studies, and how it's been resolved
- ✓ Attach any supporting documentation
- ✓ Meet with your Guidance Counselor to fill out Plan of Study
- ✓ Make sure you and your counselor sign the form

- ☐ **Submit Signed Appeal Form** and all supporting documentation to the Financial Aid Office by the deadline dates *on* the form. (A decision letter will be sent to you.)