CHECKLIST FOR APPEAL PROCESS

* **Fill out Appeal Form**

Forms can be obtained from: <http://www.sunyorange.edu/financialaid/forms/Forms_Documents_2013_2014.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 Academic Advisor 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.)