SUNY ORANGE
FINANCIAL AID

CHECKLIST FOR APPEAL PROCESS

☐ **Fill out Appeal Form**

   o Forms can be obtained from:
     http://www.sunyorange.edu/financialaid/forms/Forms_Documents_2013_2014.shtml

   Or

   o 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.)