CHECKLIST FOR APPEAL PROCESS

* **Fill out Appeal 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.)

\* Forms can be obtained from the SUNY Orange web site: http://www.sunyorange.edu/financialaid/forms/index.shtml