



John Jay College of Criminal Justice

The City University of New York
Office of Student Financial Services
445 West 59th Street, Suite 3400N
New York, N.Y. 10019
Phone: 212-237-8151
Facsimile: 212-237-8936

FINANCIAL AID WAIVER PROCEDURES

(Please detach and retain for your records)

Students who have been notified that they are ineligible for financial aid based on academic unsatisfactory performance (see reverse) but feel they can document extenuating circumstances are advised to apply for a Financial Aid Waiver. In order to apply for a waiver students must:

1. Complete the Financial Aid Waiver form indicating the **type** of waiver you are applying for and the **semester** for which you had the extenuating circumstance. A written statement explaining the condition(s) why you are in need of the waiver and the reason(s) why the waiver should be granted along with supporting documentation pertaining to the condition **must** be attached to the application.

* **NOTE**: According to TAP regulations, the granting of a waiver is intended to accommodate only extraordinary or unusual circumstances beyond the control of an otherwise successful student.

2. SEEK students **must** consult with their SEEK Counselor before completing this form.
3. The waiver form, student statement, and documentation should then be submitted to the One Stop Services Center.
4. The Financial Aid Waiver Committee will meet to determine if the student will regain financial aid eligibility. The student will be notified, in writing, by the Director of Student Financial Services of the status of their waiver.

***NOTE**: In the event the committee feels that more documentation is needed, you will be notified in writing and your case will be reviewed again at the next meeting. If the waiver is denied after the committee re-evaluates your application, you have the option to appeal the committee's decision by explaining in writing why you feel the decision should be appealed. Students are advised to attach any additional supporting documentation, if applicable, not submitted with the original waiver application to the following address:

Vice President Richard Saulnier
John Jay College of Criminal Justice
Office of Enrollment Management
445 West 59th Street, Room 4113N
New York, NY 10019.

Students will be notified in writing by the Director of Student Financial Services of the Vice President's decision.

** The Vice Presidents decision is final and no further action can be taken.

Academic Requirements for Financial Aid

(Please detach and retain for your records)

▪ Academic Qualifications for TAP

The academic guidelines for TAP are divided into two areas: Program Pursuit and Rate of Progress. Students must follow both sets of rules in order to receive a TAP award each semester.

Program Pursuit

Program Pursuit requires all students to complete a certain number of courses each semester. A course is considered complete when a grade of A, A-, B-, B, B+, C-, C, C+, P (Passing), or F (Failing) is awarded at the end of the semester. Grades of W (Official Withdrawal), WU (Unofficial Withdrawal), WA (Administrative Withdrawal) or IN (Incomplete) are not considered passing grades.

***NOTE:** Before withdrawing from one or more courses, students are advised to schedule an appointment through the One Stop Services Center to speak with a Financial Aid counselor.

Rate of Progress

The Rate of Progress rules are in addition to the Program Pursuit rules. Students must follow both rules in order to receive a TAP award each semester. Rate of Progress requires that a student earn (pass) a certain number of credits before receiving each TAP award. In addition, students must also maintain a certain grade point average (GPA). The academic requirements for each semester are as follows:

Payment	Credits Accumulated In Prior Semester	Credits Earned	Minimum GPA
1 st	0	0	0
2 nd	6	3	1.10
3 rd	6	9	1.20
4 th	9	21	1.30
5 th	9	33	2.00
6 th	12	45	2.00
7 th	12	60	2.00
8 th	12	75	2.00
**9 th	12	90	2.00
**10 th	12	105	2.00

***NOTE:** All courses student is registered for must be required for the students' degree on file with the Registrar's Office.

** SEEK students only.

▪ Academic Qualifications for Title IV Aid

In order to receive Title IV funds, which includes Pell, SEOG, Federal Perkins Loan, ACG, SMART Grant and Federal Work-study must meet both of the following Federal academic requirements.

GPA Requirement

Students are required to attain a minimum GPA of 2.00 at the end of each academic semester in order to be eligible for Title IV funds.

Rate of Progress

Students are required to have completed a minimum of two-thirds the total cumulative credits attempted and have not earned more than 150 percent of the credits normally required for the completion of the degree.

FINANCIAL AID WAIVER FORM

Students are to complete the student information section of this form and return it to the One Stop Services Center with the appropriate documentation.

STUDENT INFORMATION (Please print)

NAME _____
Last Name First Name

ADDRESS _____
Street Number Apt # City State Zip Code

TELEPHONE _____
Mobile Work Home

EMAIL _____ SOCIAL SECURITY # _____

STUDENT SIGNATURE _____ Date _____

DO NOT WRITE IN THIS BOX - FOR OFFICE USE ONLY

Fall Spring Yes No

Semester Year _____ Meeting Date _____ Tabled

Reason for Tabled Waiver: _____

Additional Documents Submitted for Tabled Waiver

Medical Documents Seek Counselors Note Revised Personal Statement
 Death Certificate Academic Counselors Note Check CUNY Policy
 Other _____ Pending _____ Semester Grades

TYPE OF WAIVER:

Decision:

<input type="checkbox"/>	TAP (Tuition Assistance Program)	Approved <input type="checkbox"/>
<input type="checkbox"/>	Program Pursuit	Denied <input type="checkbox"/>
<input type="checkbox"/>	Rate of Progress	<input type="checkbox"/>
<input type="checkbox"/>	APTS (Aid for Part-Time Study)	Approved <input type="checkbox"/>
<input type="checkbox"/>	TITLE IV (Federal Aid)	Approved <input type="checkbox"/>
<input type="checkbox"/>	TA (2.0 GPA)	Denied <input type="checkbox"/>
<input type="checkbox"/>	TB (Rate of Progress)	<input type="checkbox"/>
<input type="checkbox"/>	* NYC Merit Scholarship	Approved <input type="checkbox"/>
<input type="checkbox"/>		Denied <input type="checkbox"/>
<input type="checkbox"/>	Direct Loan: Readmit with GPA below 2.0	Approved <input type="checkbox"/>
<input type="checkbox"/>		Denied <input type="checkbox"/>

***NOTE:** Scholarship is not final until approved by Vice Chancellor

Comments about decision:
