Last Name: ___________________________ First Name: ___________________________ UB person number: ___________________________

**Instructions**

Complete the appropriate sections of the appeal form and submit by the corresponding deadline:

- **Summer deadline:** August 14th
- **Fall deadline:** January 15th
- **Spring deadline:** June 15th

**Section 1: Appeal Reason**

1. I am requesting an appeal for the loss of Financial Aid eligibility for the following semester:
   - Summer 2020
   - Fall 2020
   - Spring 2021

2. I am requesting an appeal for the loss of Financial Aid eligibility for the following reason(s):
   - C Average Requirement Waiver: I did not meet the 2.0 Grade Point Average Standard.
   - Program Pursuit Requirements Waiver: I did not complete the minimum number of credits as required.

3. **Extenuating Circumstances:** please check the appropriate boxes that caused you to fail the SAP standards:
   - Serious illness or injury to the student
     - **Required:** Attach a written statement from a physician or medical professional on official letterhead and indicate the nature of the illness. Statement must include the dates of the illness or injury. **Do not submit medical records or medical billing information.**
   - Serious illness or injury to an immediate family member (immediate family member is defined as: child, spouse, parents/legal guardian or sibling).
     - **Required:** Attach a written statement from a physician or medical professional on official letterhead and indicate the nature of the illness. Statement must include the dates of the illness or injury. **Do not submit medical records or medical billing information.**
   - Death of immediate family member (child, spouse, parents/legal guardian or sibling).
     - **Required:** Attach a copy of the obituary or death certificate. In your personal statement, include the name of the deceased and his/her relationship to you. Specify how this death impacted your ability to be successful.
   - Other Unusual Circumstances (e.g. military, house fire, crime victim, academic withdrawal, deferred academic dismissal, COVID-19, etc.)
     - **Required:** In your personal statement, provide a detailed explanation regarding the nature of the unexpected circumstances. You must provide supporting documentation (if applicable) to corroborate your statements.

4. **Personal Statement:** on a separate piece of paper, detail the extenuating circumstances that have taken place and what steps you have taken to ensure your future success at UB. In addition, if you are a reentry student or have been granted a deferred dismissal please include this in your statement.

**Section 2: Statement of Understanding and Signature**

Check each box to acknowledge that you have read and understand the terms and conditions:

- I understand that I must be currently registered for the current term prior to submitting an appeal.
- I understand that I am responsible for all charges incurred regardless of the NYS Appeal status.
- I understand that I can only be granted one Program Pursuit Waiver during my undergraduate career.
- I understand the Program Pursuit Waiver may be granted on condition there is reasonable expectation the student will meet future requirements.
- I understand an appeal may not be granted because of an incomplete grade and/or not being in an approved major.
- I understand that the submission of an appeal does not guarantee approval; and the committee decision is final.
- Reinstatement to the university or an approved academic withdrawal does not guarantee receipt of financial aid.

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<tr>
<th>Student Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Advisors Signature</td>
<td>Date</td>
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<tr>
<td>Unit Lead Advisors Signature</td>
<td>Date</td>
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