



Office of Financial Aid
SUNY Sullivan
112 College Road
Loch Sheldrake, NY 12759
Toll free (800) 577-5243

TAP WAIVER POLICY

1. TAP Waivers are not automatic. Waivers are intended to accommodate extraordinary or unusual circumstances which has caused the student to not meet pursuit or progress requirements. (Examples: death of immediate family member, illness, etc.)
2. Student completes Request for Waiver Form, including the reasons for failure to meet requirements. Documentation to support student's statement **must** be attached to the waiver request.
3. The waiver request, along with documentation, is submitted to:

Adam Linko, TAP Certification Officer
Financial Aid Office
SUNY Sullivan
112 College Rd
Loch Sheldrake, NY 12759
FAX # - 845-434-4806
E-mail – alinko@sunysullivan.edu

4. The Certification Officer will review the request and determine if waiver is to be granted. A statement concerning the decision will be entered on the request form and a letter will be sent to the student stating the decision. If a negative response is given, the student can appeal the decision to the Director of Financial Aid.
5. All requests for waivers and the documentation will be kept in the TAP Certification Officer's files.

The waiver provision does not exist to provide one additional term of eligibility for all students who fail to meet pursuit or progress requirements. It is expected that most students who fail to meet pursuit or progress requirements will not be granted the waiver and hence will not receive any further State awards until they have regained good academic standing.

Each student is only allowed one waiver as an undergraduate student. Therefore, use of the waiver is an important option to the student.