



Financial Aid Office. Room: U 201. (718) 368 - 5014
KINGSBOROUGH COMMUNITY COLLEGE
2001 Oriental Boulevard, Brooklyn, NY 11235
(718) 368-5000

2024-2025 TAP WAIVER AND APPEAL FORM

What is a TAP appeal?

An appeal provides an opportunity to demonstrate that failure to achieve the required academic criteria to receive a TAP award was due to unusual circumstances (i.e., death in the family, medical or other personal extenuating difficulties). If eligible, the requirements regarding Academic Progress or Program Pursuit may be waived for a one-time TAP waiver. All other requirements to receive a TAP award must be met.

What documentation do I need to upload with this appeal?

1. A personal statement explaining that your failure to meet the required academic standards was due to some recent unusual circumstance(s). In your statement, you must also outline what steps you have taken to ensure future academic success.
2. Additional documentation that substantiates the circumstance(s) in your statement (*Example: Statement from Doctor/Lawyer, Hospital Records, etc.*)

What is the process to file the appeal and where do I submit it?

1. Speak with a TAP Counselor in the Financial Aid Office.
2. You must prepare and submit all appropriate documents on this Online form or to the Financial Aid Office, Room U-201

STUDENT INFORMATION

FIRST NAME _____ LAST NAME _____

EMPLID _____ EMAIL _____

PHONE _____ - _____ - _____

ADDRESS _____

City, State, Zip Code

CIRCLE ONE

I am submitting this appeal for the:

Are you a degree-seeking student?

Will you be enrolled in winter or summer?

Have you ever been granted an approved tap waiver at KBCC or another institution?

TAP Appeal will only be accepted prior to the end of the semester stated above



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Examples of Unusual or Extenuating Circumstances	Examples of Supporting Documentation (Must be on Letter Head)
The student's own illness.	Medical bills or letters from physicians.
Death of a family member.	Copy of death certificate.
Illness or accident of a close relative.	Physician's statement, police report, documentation from a third-party professional.

Question 1: Provide a detailed explanation of the circumstances that led to the Academic Progress or Program Pursuit failure.

Question 2: Please describe the steps you have taken to correct the problems that have prevented you from making Academic Progress or Program Pursuit.



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SIGN AGREEMENT

- ✓ I am aware that I must submit copies of all supporting documents with my TAP appeal.
- ✓ I acknowledge that the review process can take least 5-10 business days and that my appeal will be reviewed by a committee.
- ✓ By checking this box, I confirm that I regularly check my KBCC email listed on my account.
- ✓ I am aware that the TAP waiver is not automatic and is intended only to accommodate extraordinary or unusual cases.
- ✓ I am aware the TAP waiver may only be granted when there is a reasonable expectation that I will meet future academic requirements.
- ✓ I am aware that I may receive only one good academic standing TAP Waiver in my undergraduate career.

I _____, **(print full name)** have read and understand the TAP requirements and TAP appeal process, I hereby attest that everything I have recounted in this appeal is true and accurate to the best of my knowledge. I understand that the documentation requested is required for my appeal to be reviewed and that the Office of Financial Aid has the right to request additional documentation.

Handwritten or e-signature only

Date