

## Revised Title IV Instructions Spring 2020

Due to the college's shift to remote services for the remainder of the Spring 2020 semester, below are the revised instructions for submitting a Title IV Financial Aid Appeal.

1. Reach out to your assigned academic advisor and let them know that you would like to file a Title IV Financial Aid Appeal. If you do not have an assigned advisor, please contact [TitleIV@bmcc.cuny.edu](mailto:TitleIV@bmcc.cuny.edu).
2. Complete **Sections 1-3** of the Title IV Financial Aid Appeal form.
3. Your advisor will complete and email a financial aid academic plan (see **Section 4**) to you and will ask you to review it. If you have concerns about the plan, communicate them to your advisor. If you agree with the plan, your advisor will e-sign the second page of the Title IV form and send you an electronic copy. You must also e-sign the second page under "Student Certification". You e-sign by typing your name into the appropriate field.
4. Complete a personal statement (see **Section 5**) that includes steps for academic success (see **Section 6**). Please see the "Helpful Tips for Preparing Your Appeal" included in the electronic Title IV form.
5. Contact the counseling department at [CounselingCenter@bmcc.cuny.edu](mailto:CounselingCenter@bmcc.cuny.edu) to schedule a time to speak with a counselor. Attach all documentation (see **Section 6**) and your statement.
6. After your meeting, your counselor will email you the completed third page.
7. Email the completed Title IV form along with all documentation and your statement to [registrar@bmcc.cuny.edu](mailto:registrar@bmcc.cuny.edu).

Your appeal will be reviewed by the Committee on Academic Standing, which will render a decision and send you a notification. Please note that submission of this appeal form does not guarantee approval.

If your appeal is approved, you will receive federal financial aid for the terms covered by this appeal, subject to your meeting the terms and conditions of your financial aid academic plan. If your appeal is denied, you are not eligible for federal student aid and will need to use alternative financial resources to pay for your education.