

**POLYTECHNIC UNIVERSITY
NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)
WAIVER REQUEST FORM**

If a student has lost TAP eligibility a request for a TAP Waiver may be submitted to The Office of Student Accounts. The request will be reviewed and considered by the TAP Waiver Committee. If granted, a TAP Waiver is a one-time waiver of satisfactory academic progress due to extraordinary circumstances such as the following:

1. A death or illness in the student's family.
2. Series illness of the student.
3. Other mitigating circumstances beyond the student's control which are documented.

Please note, to be considered for a waiver, this form must be completed and submitted to the Office of Student Financial Services along with supporting documentation. Once your request has been reviewed by the TAP Waiver Committee you will be notified in writing of the decision. The decision of the committee is final.

STUDENT'S NAME: _____

POLY ID#: _____

SS#: _____

DATE: _____

SEMESTER: _____

I am applying for a TAP Waiver for the semester indicated above. Attached, is a letter from me stating my reasons for requesting the waiver along with documentation to support my request. Letters from professionals (e.g. doctors, lawyers, clergy, etc.) must be on official letterhead. If death of a family member is the reason for your request a copy of the Death Certificate is required. I understand that this waiver can only be granted once during my Undergraduate studies and once during my Graduate studies.

Student's signature: _____

Date: _____

OFFICE USE ONLY:

Approved _____ Denied _____

Date: _____

Signature of School Official _____