

Mary Ann Handley Award Appeal Form



Your eligibility for the Mary Ann Handley Award was established based on the eligibility criteria under Connecticut Public Act 19-117 and expanded under Connecticut Public Act 23-204. Those students who have lost eligibility to participate have the right to an appeal. All appeals will be reviewed by the Appeals Committee, and decisions will be made in writing to the student with a copy of the decision kept on file with the home campus Financial Aid Office. Submission of this appeal does not guarantee that Mary Ann Handley Award funding will be provided to the student.

In order to be eligible to complete this form, your FAFSA must be on file at CT State Community College. Please review your myCTState account at <https://my.ctstate.edu/> to confirm we have your FAFSA on file. Click on 'myFinancialAid' on the Financial Aid Card.

Student Information

Last Name _____ First Name _____ ID _____
Phone Number _____ Email _____
Campus _____

Appeal Information

Semester _____ Year _____

Appeal Reason (check one -and- attach required documentation listed)

Documented Medical Emergency: Medical professional's note or report; Hospital discharge documentation.

Documented Personal Emergency: Obituary or death certificate; Detailed written statement from third-party individual with knowledge of the emergency in question (this statement must be notarized).

Enrolled in selective admissions program: Selective admissions programs at times require attendance at a less than half-time rate. Documentation could include a written statement from your Program Coordinator or Academic Advisor.

Less than half-time enrollment in final semester of program: For students who do not require half-time enrollment in the final semester of their program, acceptable documentation would include a degree audit or a written statement from your Academic Advisor.

Other: You must identify your reason in the space provided on the next page of this form and attach any relevant documentation to substantiate your request.

The following reasons will not be considered: incomplete or outstanding FAFSA requirements, previous college attendance prior to Fall 2020, and enrollment in programs ineligible for financial aid.

If you have questions about a specific circumstance surrounding your appeal, please contact the Financial Aid Office prior to submitting this form.

Please explain your situation in as much detail as possible. You may attach additional sheets to your submission, if needed.

Explain Your Situation:

By signing below, I/we certify that all information reported on this form is complete and accurate. I further agree to submit any other requested documentation to substantiate this request. I understand that if I purposely give false or misleading information and/or fraudulently sign this form, I may be fined, sentenced to jail, or both.

Student Signature: _____ Date: _____

The Appeals Committee reserves the right to request additional documentation, as needed.

All appeals will be reviewed within 30 days after receipt of all required and supporting documentation. However, response times may vary depending on the volume of appeals at the time of your request. Please do not disregard any college bill due date while awaiting your appeal decision.

Students who wish to appeal the decision of the Appeals Committee shall have their documentation reviewed by the Director of Financial Aid, or designee. Students seeking to appeal the decision of the Committee must do so in writing to their home campus Financial Aid Office.

Submission Instructions

Please submit this form to the Financial Aid Office using the Student Document Upload, located on the Financial Aid card in your [myCTState](#) portal. You will need your ID and password to sign in. Documentation may also be mailed or dropped off to your home campus Financial Aid Office.

Deadline: *Mary Ann Handley Award Appeals must be submitted by the enrollment census date each semester (the 21st day after the first day of class).*