

Financial Aid Appeal Process

We have found that you are not academically eligible to receive financial aid. If you wish to appeal this decision, you must do the following:

In order to be considered for a financial aid appeal you must file an appeal by **EMAIL, from your college email only, or IN WRITING:**

EMAIL appeals:

Send to: TX-FinAidAppeals@txcc.commnet.edu

IN WRITING:

Send to:
Tunxis Community College
Financial Aid Office
271 Scott Swamp Road
Farmington, CT 06032

For Federal auditing purposes all appeals must be in writing therefore telephone and in-person appeals WILL NOT BE CONSIDERED.

What to include:**

- Complete name and address
- **Student ID number**
- The semester you last attended
- Email address – If you do not have one, please indicate ‘none’
 - In the email subject line state Financial Aid appeal
- Telephone number(s) where you can be reached during the day
- **Have you completed the 2020-2021 FAFSA?**

In your appeal, you must explain:

The circumstances that kept you from succeeding in the past;

Why these circumstances will not create problems for you now;

The semester for which you are requesting a financial aid waiver.

Please be sure to let us know if your Spring 2020, Summer 2020 and/or Fall 2020 semester were impacted, in any way, by the Covid-19 pandemic.

Please be certain that all required information is included in your letter. Your appeal will not be considered if important information is missing, for example your student ID, address, etc.

A telephone number to reach you during the day is most helpful in the event the financial aid office has questions regarding your appeal. Your appeal will be reviewed at the earliest convenience upon receipt.

If you plan to register or are registered for Spring 2021 classes, be prepared to make arrangements for payment until your appeal is reviewed. There is no guarantee that your tuition will be covered by Financial Aid, therefore you will be responsible for tuition and fees for the Spring 2021 semester if your appeal is not approved or submitted in a timely manner.

You will be notified by email which will include the requirements to maintain financial aid or the steps needed to be reconsidered for future semesters.

If you have questions regarding these instructions you may contact the Financial Aid Office at (860) 773-1426 or via email at tx-finaidappeals@txcc.commnet.edu

****For a timely response it is important to include all of the information requested above.**