

# STATE AID (TAP) COVID-19 WAIVER FORM SPRING 2020

## INSTRUCTIONS

Any student who failed to maintain full-time status for Spring 2020 after March 19, 2020 for a **TAP award** may request a waiver.

1. Please complete the form to document how Coronavirus (COVID-19) has impacted your ability of enrollment.
2. Attach copies of all documentation to support your request. For example include any of the following documents related with Coronavirus (COVID-19):

- \* Medical- Personal illness involving hospitalization or quarantined or illness of an immediate family member.

- \* Military- duty or temporary incarceration must provide documentation.

- \*Death - of an immediate family member. Must provide copy of the death certificate during the time period and semester affected.

- \*You may attach additional supporting documentation, if applicable with (COVID-19)

3. Please submit your completed form with all supporting documentation to CUNY Student Document Upload. In the subject line enter “LaGuardia Financial Aid TAP” [CunyFirst Document upload Instructions](#)

4. You will be notified of a decision with in 30 days upon receipt of the form.

5. If approved, the waiver will only apply towards the Spring 2020 tuition charges for the term.

Name : \_\_\_\_\_ Student ID # \_\_\_\_\_  
*(Print) Last First*

Address \_\_\_\_\_  
*Street City State Zip code*

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

***\* Please explain why you are requesting a waiver of the full-time status and provide supporting documentation below:***

Students's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by : \_\_\_\_\_  
*Staff Name*

Date: \_\_\_\_\_

Reviewed by : \_\_\_\_\_  
*Staff Name*

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date: \_\_\_\_\_