In preparation for requests for withdrawal/refunds due to Hurricane Sandy the following outlined plan reflects what was implemented in the past:

**Students:**

- In the past when NYC suffered a major disaster a committee was formed, with a rep from Bursar, Registrar, Financial Aid and Student Affairs to review each case. Each case will be different and without clear directives they may be handled differently.....decisions will therefore need to be done in committee.

- The cases will need to be evaluated accordingly and one clear guideline is that the students hit the hardest will be the evacuees from Zone A and surrounding areas.

- We can verify the students address in SIMIS against the NYC.GOV Zone A evacuation database. Additional documentation may be difficult to come by especially if the student suffered severe losses, their address should be sufficient. If need be we can ask for FEMA (paper work may be very difficult to get in short time period), Insurance, Police Reports or other relevant documentation.

- Decisions will need to take into account the impact to the student if we process withdrawals with a grade of “W” and/or 100% refunds. A critical factor will be if the student received financial aid and if the State along with the Federal Government will offer a special waiver for these students (We believe this was the case for 9/11). We don’t think we would want to further burden the student.

- A form will need to be filed by the student for processing (this was done in 9-11 cases). This can be done by mail or in-person.

**Military:**

- There are currently five National Guard and twelve Coast Guard students who have been called up to active status to support recovery efforts. We have a little more leeway with these students since contingencies are outlined by CUNY’s military policy.

- We will work on a case by case basis with each military agency, the VA and the respective faculty members. These students should be referred directly to the V.E.T.S. area of the Registrar.

**Other students groups affected:**

NYPD/FDNY/SDNY
EMT
PA
MTA
CON EDNATIONAL GRID (A Utility Company)

These will also have to be on a case by case basis depending on orders and/or official identification. Again, Financial Aid may be a deciding factor.