

**APPLICATION TO APPEAL SCHOLARSHIP CANCELLATION**

**Instructions:**

1. Fully complete and return Application.
2. Attach appropriate documentation to support the Appeal

**Section 1: To be completed by Applicant**

PLEASE PRINT ALL INFORMATION

\_\_\_\_\_  
Name Social Security Number Local Telephone Number

\_\_\_\_\_  
Current Local Address: Box Number/Street Name & Number City, State, Zip Code

\_\_\_\_\_  
Classification Major Anticipated Date of Graduation

**Reason for Appeal**

- \_\_\_ Inadequate GPA  
\_\_\_ Less than full-time enrollment  
\_\_\_ Other: \_\_\_\_\_

Semester Being Appealed: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_

Last Semester of Attendance: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_

Have you appealed scholarship cancellation previously?  Yes  No

\_\_\_\_\_ Total Hours Required for Major

**Scholarship(s) being appealed:**

\_\_\_\_\_  
\_\_\_\_\_

Give a concise and complete explanation/justification for the appeal; attach appropriate documentation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional pages if necessary)

\_\_\_\_\_  
Date Signature of Applicant

**Section 2: To be completed by Scholarship Office**

Appeal Received by \_\_\_\_\_ Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

**Section 3: Committee Action (To be completed by Scholarship Office)**

Meeting Held on \_\_\_\_\_ Committee Action: \_\_\_ Appeal Approved \_\_\_ Appeal Denied \_\_\_ Appeal Pending

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Committee Coordinator Date

Distribution: White Copy: Scholarships Office (general file) Canary Copy: Student (after committee action)  
Pink Copy: Scholarships Office (student file) Goldenrod Copy: Student upon submission

# SCHOLARSHIP APPEAL PROCESS

## Maintaining Eligibility

To maintain eligibility for a university scholarship, the student must meet the criteria as stated in the award letter: maintain full-time enrollment status during the fall and spring semesters of the scholarship awarded period, maintain the required semester and cumulative GPA, and be in good academic standing with the university.

## Scholarship Cancellation

There is no automatic probation period for any student on scholarships. Academic/Leadership and Performance scholarships will be cancelled automatically if the following occurs:

1. the student does not make the required semester and cumulative grade point average, or
2. the student does not maintain full-time enrollment throughout the semester.

## How to Appeal Scholarship Cancellation

1. Student must obtain an Application to Appeal Scholarship Cancellation available in the Scholarships Office, 002 Roy Hall.
2. Student must fully complete SECTION 1 and return the Application to the Scholarships Office with Office with attached appropriate documentation to the Appeal.
3. Acceptance of Applications is limited to **January 15** following a fall semester cancellation and **August 15** following a spring cancellation. A request for an exception to this limitation must be submitted in writing and is subject to the approval of the Director of Student Financial Aid. (Applications received by the Scholarship Office one week prior to the start of Fee Payment will be processed by Fee Payment.)
4. Only a complete Application with appropriate attached documentation will receive committee consideration. Committee decision will be final. \*

**\*\* Second appeals are granted ONLY in exceptional or extenuating circumstances \*\***

## Considerations and Appropriate Documentation

In reviewing an appeal, the Scholarship Appeals Committee may take into consideration any of the following:

- |                                      |  |
|--------------------------------------|--|
| ◆ Cumulative & previous semester GPA | ◆ Other Financial Aid                  |
| ◆ Course load                        | ◆ Unusual or extenuating circumstances |
| ◆ Major                              | ◆ Classification                       |
| ◆ Specific class grades              | ◆ Documentation                        |

**Appropriate documentation may include, but is not limited to, the following:**

- |                   |                  |
|-------------------|------------------|
| ◆ Transcripts     | ◆ Police reports |
| ◆ Medical Bills   | ◆ Tax returns    |
| ◆ Physician notes | ◆ Faculty memos  |

\*An appeal of the committee's decisions will be considered by the Director of Student Financial Aid only if submitted in writing within 10 calendar days of the committee's decision. The Director of Student Financial Aid reserves the right to ask the committee to reconsider an appeal **only** when the appellant provides new or additional information of cause or extenuating circumstances, or additional documentation since the original appeal was considered by the committee.