

Institutional Academic Scholarship Appeal Application

Instructions: Please complete this form to appeal your **Institutional Academic Scholarship**. All appeals must be submitted by May 30. **THERE WILL BE NO EXCEPTIONS!**

(1) **COMPLETE**, type all information in the space provided, (2) **PRINT** Application (3) **SUBMIT** completed application to the Office of Student Financial Aid. Failure to submit **all documentation** by the deadline could result in denial of your appeal.

Step 1: Student Information

Student's Last Name	First Name	MI	J Number
Mailing Address	City/State	Zip Code	
Email Address	Cell Phone Number	Home Phone Number	

Scholarship Appeal Academic Year: _____

Step 2: Reason for Scholarship Suspension

Indicate below which situation applies to your academic difficulty.

- Medical:** A personal medical problem contributed to your failure to maintain satisfactory academic progress.
 - Attach documentation from a medical professional from whom you have received advice or treatment. All documentation **MUST** include the dates. Your personal statement must include the dates of treatment and a resolution to the medical issues as well as clearance to return to school from your doctor/physician.
- Death/Illness:** The death or illness of an immediate family member contributed to your lack of academic progress.
 - Attach appropriate copies of medical records, death certificate, obituary, etc. Your personal statement must include your relationship to the immediate family member.
- Military Service:** You were required to report for active duty unexpectedly and had to withdraw.
 - Provide a copy of official orders for active duty. Your personal statement must include your dates of deployment.
- Other Unforeseen Events:** An unexpected event occurred which affected your academic progress.
 - Personal statement must include an explanation of the extenuating circumstance(s) and include appropriate documentation substantiating the reason(s) for lack of scholarship requirements. Your personal statement must include dates of occurrences and a resolution to the issues.

Note: Circumstances relating to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered extenuating for purposes of appealing an academic scholarship.

Last Name

First Name

MI

J Number

Step 3: Personal Statement

1. Provide a detailed explanation of the special circumstances that prevented you from maintaining scholarship renewal requirements. You must include specific dates as to when your special circumstance occurred. **Answer in the space provided.**

2. Explain how your personal circumstances have changed so that they will no longer hinder your academic progress. Indicate what steps you have taken to ensure these problems will not be a factor in your future progress and what steps you will take to meet scholarship requirements? **Answer in the space provided.**

Step 4: Student Certification

Your signature certifies that the information provided is accurate and complete to the best of your knowledge. By completing and submitting this form you certify that you have reviewed the scholarship policy and acknowledge that your current Institutional Academic Scholarship is cancelled and understand that if your scholarship appeal is denied, you are **no longer eligible** to receive the Institutional Academic Scholarship.

Student's Signature

Date