



Instructions for Scholarship Appeals

1. Read all instructions, fill out the form completely and sign and date the appeal.
2. Attach a letter describing in detail the reasons or circumstances that merit a review of your scholarship eligibility. Your written statement must include a description of the problem/incident indicating dates and time period involved, as well as the impact on your academic performance.
3. Attach documentation supporting your appeal. Include any statements (on company letterhead) from third party persons (e.g. clergy, employers, medical professionals, etc.) who can verify your extenuating circumstances.
4. Submit the completed appeal with all supporting documentation to Jackson State University, Office of Financial Aid, 1400 John R Lynch St. PO Box 17065 Jackson, MS 39217. Appeals can also be faxed to 601-979-2237 or emailed to scholarships@jsums.edu.
5. Completed appeals submitted by the last day of the month will be reviewed at the next month's meeting. You will be notified (by e-mail) of the committee's decision within 72 hours.
6. Please note that in order to ensure your appeal is reviewed prior the beginning of a semester you must submit the appeal along with documentation in sufficient time for the appeal to be reviewed. Incomplete applications and requests for additional documentation will cause delays. Please plan accordingly in case you experience a delay in your scholarship appeal. You will be responsible for any late charges.
7. Fall Appeals must be received by July 30. Spring Appeals must be received by December 30. THERE WILL BE NO EXCEPTIONS!



Scholarship Appeal Form

INSTRUCTIONS: Your scholarship appeal must be in our office by the last day of the month to be reviewed at the following month's meeting. Fall Appeals must be received by July 30 and Spring Appeals must be received by December 30.

TO BE COMPLETED BY STUDENT

Name _____ J# _____
(Please Print)

Address _____
(P. O. Box/Street) (City) (State) (Zip)

Scholarship Name _____ Contact Number _____

I understand that this Scholarship Appeal will be returned to me and will not be reviewed by the committee if the following items are not attached to this application:

1. A letter of explanation in a word document with an original signature and date. Handwritten documents will not be accepted.
2. Documentation that supports the appeal such as medical bills, divorce decrees, death certificates, letters from doctors, counselors, parents, etc.
3. Unofficial copy of your JSU Transcript.

Student Signature

Date

FOR OFFICE USE ONLY

Meeting Date _____ Appeal Decision (Approved/Denied) _____

Date Student Notified with Results _____ Method of Notification _____

Voting Committee Members: _____

Committee Chair Signature _____