

Scholarship Appeal Form

Eligibility for scholarships is based on maintaining the retention criteria specific to each scholarship. If you are not meeting the retention criteria for a scholarship awarded to you, you may submit a Scholarship Appeal if you have suffered undue hardship or mitigating circumstances. A Scholarship Appeal is a request that asks the Office of Scholarships and Scholarship Appeals Committee to consider reinstating your eligibility to receive aid.

Please complete all steps outlined on this form. Appeals will **NOT** be considered for a semester that has already ended. It is your responsibility as a student to pay all outstanding balances by your fee payment deadline while waiting for an appeal decision. Regardless of the appeal decision, you are responsible for any late fees incurred and/or any scheduled payment plan drafts. **Failure to complete any step listed below will automatically void your appeal.**

Step 1: Student Information *Please use blue or black ink only when completing this document.*

Name (Print): _____ Student ID: _____

Email Address: _____ Phone Number: _____

This email address will be used for notification.

Step 2: Reason for Scholarship Suspension

The reason for my scholarship suspension (check all that apply):

- I currently have a cumulative grade point average (GPA) below the required minimum standards
- I did not earn the required number of credit hours
- I did not enroll in consecutive semesters

Step 3: Appeal Information and Documentation

In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. All appeals should be submitted with supporting documentation. Examples of acceptable documentation are listed in the following chart. The documentation should be attached to the appeal at the time the appeal is submitted.

Check the Circumstance(s) that Apply	Strongly Encouraged Documentation (must include dates)
<input type="checkbox"/> Severe illness, medical condition or injury	<input type="checkbox"/> Signed and dated physician statement verifying medical problem(s) experienced, treatment received, clearance to return to school/work; legible copy of accident
<input type="checkbox"/> Death of family member	<input type="checkbox"/> Copy of death certificate and/or dated obituary from newspaper
<input type="checkbox"/> Traumatic life-altering event such as fire, flood, hurricane, etc.	<input type="checkbox"/> Evidence of event such as insurance claim or FEMA application
<input type="checkbox"/> Extenuating Circumstances resulting from the COVID-19 pandemic	<input type="checkbox"/> Appropriate documentation which will verify situation
<input type="checkbox"/> Other (Please clearly state the circumstance if not listed above): _____ _____	<input type="checkbox"/> Appropriate documentation which will verify situation

Step 4: Appeal Letter

You must submit a typed and signed letter explaining why you should be granted an appeal. Address each reason(s) selected in Step 2 by answering the questions below. One or more circumstance may apply to your situation. Ex: If your GPA and Hours Earned are below the required minimum standards, answer only the questions pertaining to GPA and Hours Earned. Be thorough and include the circumstances that explain your situation.

GPA: You need to state/answer (A) what the problem was that did not allow you to meet the minimum GPA requirement; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

Hours Earned: You need to state/answer (A) what the problem was that did not allow you to meet the required number of hours; (B) when did the problem occur; (C) how long did the problem last; (D) how did this affect your ability to complete your coursework; and (E) the steps taken to ensure that the minimum standards will be met at the next evaluation. Be as detailed as possible.

Step 5: Checklist of Completion and Certification of Information

Please check the following to verify you have completed all steps prior to submitting your appeal.

- I have completed the appeal form by following all steps.
- I have attached a **typed and signed letter** and all questions in step 4 above have been answered in depth.
- I have attached documentation to support my appeal.

Please read the statements and sign below.

- I certify that the information I have provided is true and complete to the best of my knowledge. I understand that giving misleading information or forged documentation will result in me being reported to the Student Advocacy & Accountability Office for appropriate disciplinary action.
- I certify that I understand if my appeal is approved and I fail to meet the retention requirements of my scholarship, my future eligibility for scholarships will be suspended.
- I understand that the appeal decision will be sent to the email address provided above and/or my LSUS student email.

Student's Signature: _____

Date: _____