

MTSU Financial Aid Institutional Scholarship Appeal Form for Academic and Foundation Scholarships

Please Note:
You should receive a response via
your **campus email address**
in two to three weeks.

Complete the following information and return your appeal (including statement and documentation) to the Financial Aid Office. You may mail the form and accompanying paperwork to Scholarships, 218 Cope Administration Building, Murfreesboro, TN 37132, or fax it to (615)898-5167.

Name: (Please print clearly!) _____ **Student ID: M** _____
Email Address: _____@mtsu.edu **Phone:** (_____) _____
Name of Scholarship: _____

Why did you lose your scholarship? (check all that apply)

- Withdrew from the University for the _____ semester.
- Dropped below GPA requirement after the _____ semester.
- Did not complete the scholarship service requirement for the _____ semester.
- Did not (or will not) enroll full-time for the _____ semester.

Indicate the reason for the appeal:

- I had extenuating personal or medical circumstances which prevented me from meeting the above requirement(s). ****To appeal your suspension, you must provide the following information:****
 - Attach a typed, or neatly hand written, **detailed** letter explaining why you have not the minimum criteria to retain your academic scholarship, and what actions you have taken to correct the situation.
 - Enclose supporting documentation from medical doctors, advisors, psychologists, etc., to verify the information on this appeal form. Failure to provide information may result in your appeal being denied.
- I am now meeting the GPA requirements and request reinstatement of my scholarship.

Please initial:

_____ I understand that I must continue to meet the GPA, enrollment, and service requirements to retain my scholarship. If my appeal is approved, I may be responsible for raising my GPA to the required level by the end of the semester, making up any missed service hours, or performing other actions to meet scholarship requirements.

_____ I understand that my appeal may be denied if I fail to provide a personal statement and documentation to support my appeal. (However, this step is not required if I lost eligibility due to GPA and now meet the GPA requirement.)

_____ I verify that all of the above statements and attached documentation are true and accurate.

Student Signature: _____ Date: _____

For Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Probation for _____	<input type="checkbox"/> 3.5 GPA <input type="checkbox"/> _____																		
Processed by: _____		Date: _____																			
Comments: _____ _____ _____																					
ROAMESG <input type="checkbox"/> RJASEAR <input type="checkbox"/> RPAAWRD <input type="checkbox"/> Email <input type="checkbox"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Academic Record</th> <th style="text-align: left;">Cum: _____</th> </tr> <tr> <th style="width: 25%;">Sem</th> <th style="width: 25%;">Sem GPA</th> <th style="width: 50%;">Cum GPA</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		Academic Record		Cum: _____	Sem	Sem GPA	Cum GPA												
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