

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

**Please Note:**  
You will receive a response via your MTSU email account in two to three weeks.

Complete the following information and submit to the Financial Aid Office. You may mail the form and accompanying paperwork to 218 Cope Administration Building, 1301 E. Main St., 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 (or will) you lose your scholarship?** *(check all that apply)*

- Withdrew (or will withdraw) from the University       Did not (or will not) complete the service hours  
 Dropped below GPA requirement                               Did not (or will not) enroll full-time

**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 met 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 will be able to meet the GPA requirement within one semester, and have a written plan for doing so. **\*\*To appeal your suspension, you must provide the following information:\*\***  
     ⇒ Attach a **detailed** letter explaining why you have not met the minimum GPA requirement to retain your academic scholarship, and what actions you will take to improve your GPA.
- I am now meeting the GPA requirement and request reinstatement of my scholarship.

**Please initial:**

- \_\_\_\_\_ I have read the Scholarship Appeal FAQs at <http://www.mtsu.edu/scholarships/AppealFAQ.shtml>.
- \_\_\_\_\_ I understand that appeals can only be approved for **future terms**. An appeal that is submitted and approved after the appeal deadline date will not be eligible for aid until the next semester. (For appeal deadline dates, please visit <http://www.mtsu.edu/financialaid/LSCCommittee.shtml>.)
- \_\_\_\_\_ 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.
- \_\_\_\_\_ I understand that the appeal decision is final.
- \_\_\_\_\_ I verify that all of the above statements and attached documentation are true and accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Probation for _____	<input type="checkbox"/> 3.5 GPA <input type="checkbox"/> _____																
<b>Processed by:</b> _____	<b>Date:</b> _____	<b>Academic Record    Cum:</b> _____																	
<b>Comments:</b> _____ _____ _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Sem</th> <th style="width: 25%;">Sem GPA</th> <th style="width: 25%;">Cum GPA</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Sem	Sem GPA	Cum GPA													
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