



Scholarship Exception/Appeal Form 2017-18

Priority Deadlines

Fall - Sept 3 Winter - Dec 2 Spring - Mar 10

Name: Date

Campus E-mail: Tech CWID:

Please check the term for which you are requesting aid eligibility: Fall Winter Spring

If you register for classes, you **must** attend them in order to be considered eligible for scholarships

If your exception is denied and you have unpaid tuition and fees, you must contact the Comptroller concerning your balance.

Due to the large volume of exceptions submitted, it may take several weeks for review. You are responsible for your tuition and fees.

Once a decision has been made, you will be contacted **through your campus e-mail**.

Attachments: Failure to include a detailed signed letter will result in automatic denial.

B. AWARD TYPE: (Check all that apply)	
<input type="checkbox"/> Outstanding <input type="checkbox"/> Presidential <input type="checkbox"/> National Merit <input type="checkbox"/> Board of Supervisors <input type="checkbox"/> Bulldog Fee Waiver	
C. EXCEPTION TYPE: [Please choose one below.]	D. Documentation:
<input type="checkbox"/> 1 - Military Service	<input type="checkbox"/> 1 - A Detailed Signed letter of explanation Please make sure to address all terms where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your extenuating circumstances and how your circumstances have improved.
<input type="checkbox"/> 2 - Medical Leave	
<input type="checkbox"/> 3 - Internship (such as: Disney)	<input type="checkbox"/> 2 - Proof that the Event you described occurred For example: Copies of medical bills, military orders, death certificate, police reports, internship agreement, unofficial transcript. [Required for exception type 1, 2, & 3.]
<input type="checkbox"/> 4 - Formal Appeal	
<input type="checkbox"/> 5 - Bulldog Reinstatement <small>This option is only available to students who have completed at least one self-paid quarter with 8 hours earned and a 2.0 GPA quarterly & cumulative.</small>	

CERTIFICATION STATEMENT:

- I certify the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documentation (when applicable) explaining why I could not meet my requirements and what will be different about the upcoming quarter.
- I understand that I will be notified of the final decision through my campus e-mail.

Student Signature: _____

FOR STAFF USE ONLY:

Scholarship: Amt: Qtrly GPA: Cum GPA:

Appeal 1
 Appeal 2
 Max Appeals Met
 Approved
 Denied
 Incomplete

Major:

Quarter: Year: Counselor: Date:

Comments:

Military Service/Medical Leave/Internship:

You have the right to place your scholarship on "HOLD" if you have a break in your enrollment due to Military Service, Medical Leave, or an Internship. In order to apply for this type of exception you must include:

1. The Scholarship Exception/Appeal Form
2. A written explanation as to why you are requesting an exception
3. The required documentation with dates relevant to your situation (Military Orders, Medical Documentation, Proof of Internship)

Formal Appeal:

You have the right to appeal scholarship suspension if you have extenuating circumstances. A description of Tech's scholarship appeal process can be found below. The Office of Financial Aid will review your appeal once grades are posted and you will be notified of the appeal decision via campus e-mail. You must submit documentation to show why your academic record was affected by extenuating circumstances beyond your control and that you have taken necessary steps to prevent a reoccurrence. **The decision of eligibility by the Office of Financial Aid will be final and may not be further appealed. You are allowed a maximum of 2 Appeals.** If your appeal is approved, you will be placed on probation. During this time you are allowed to receive your scholarship. If your appeal is denied, you may attend Tech, but you will need to pay for your own educational expenses to do so.

Probation: This means your academic record falls below the minimums and your status will be monitored in the next term of attendance. You must successfully complete each quarter with a 3.00 quarterly GPA to retain your probation, and a 3.0 cumulative to be removed from probation. You should meet with an Academic Advisor to discuss the resources Tech has available to help you meet the requirements of probation.

Instructions:

1. **Please take time to carefully prepare your appeal. Your future financial aid depends on these documents.** Focus on the events that occurred and how they caused your progress to be affected. Consider your entire academic history. Recognize that you did not go on suspension because of one class or even one term's grades. Explain unavoidable events and how they affected you rather than offering excuses or promises to do better in the future.
2. Attach the required items. (See checklist on the Appeal Form) **If you do not provide the required documentation, it will be denied.**

Scholarship Eligibility Status:

National Merit/ Presidential - *grades are checked at the end of each quarter*

Warning - The 1st quarter your cumulative GPA falls below the required minimum you will be placed on warning.

Final Warning - The 2nd consecutive quarter your cumulative GPA falls below the required minimum you will be placed on Final Warning.

Ineligible - The 3rd consecutive quarter your cumulative GPA falls below the required minimum you will become ineligible, and an appeal will be required to regain eligibility.

Outstanding Student/ State Board of Supervisors - *grades are checked at the end of spring quarter*

Ineligible - If your cumulative GPA falls below the required minimum by the end of the Spring quarter of each academic year, an appeal will be required to regain eligibility.

Probation - You will be placed on probation if your appeal is approved. While on probation a student must maintain a continuous 3.0 quarterly GPA until 3.0 cumulative is achieved

Bulldog Reinstatement:

You have the right to request reinstatement of your Bulldog Out-of-State Fee Scholarship. In order to be eligible for Reinstatement you must meet the following criteria during your most recent quarter of enrollment at Louisiana Tech University.

1. 8 hours paid for and earned in one quarter
2. 2.0 quarterly GPA
3. 2.0 cumulative GPA

Once you have met the minimum requirements for your Bulldog Out-of-State Fee Scholarship, to be reinstated you only need to fill out and submit the Scholarship Exception/Appeal Form.

Return to:

Return your completed Exception Request to the Financial Aid Office in Keeny Hall. You may also email your Exception Request to fadocs@latech.edu. Or, if you prefer to mail your Exception Request, please send to:

Louisiana Tech University
Office of Financial Aid
P O Box 7925
Ruston, LA 71272