



ACADEMIC PERFORMANCE SCHOLARSHIP APPEAL FORM

Name: _____ E ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

ETSU Outlook Email Address: _____ Cell Phone: _____

Requirements for Appeal

The following items MUST be turned in for your appeal to be reviewed:

- A signed statement from you explaining your extenuating circumstances.
• Supporting documentation that proves what you said in your appeal statement.
o Failure to provide adequate documentation will result in your appeal being denied

For more information about your statement or supporting documentation please see the second page of this form.

Important Notes

- If your financial aid eligibility has been suspended, but you are still registered for classes, have confirmed your registration, or submitted a Financial Aid Agreement Promissory Note, you will still owe ETSU for the semester.
• You may owe ETSU a repayment of all or part of your tuition, fees, and housing if you drop/withdraw from classes after the first day of classes any semester.

Submission of this form with your signature verifies that you have read the information above and that all your statements are true and accurate.

STUDENT SIGNATURE: _____ Date: _____

[] APPEAL APPROVED [] APPEAL DENIED -OFFICE USE ONLY- Attempted Earned GPA Appeal #
[] AY [] F only [] SP only [] SU only

Conditions: _____

Instructions to the processor: _____

FAO Administrator's Signature _____ Date

Email/Letter [] APS Log [] RHACOMM []



What should my signed statement include?

- The **extenuating circumstance(s)** that led to your academic problems
- What steps you have taken to improve your academic performance to meet Satisfactory Progress guidelines in the future

*You must also include **supporting documentation** with your signed statement. Failure to provide supporting documentation with your appeal form and signed statement will result in your appeal being denied.

What is considered an extenuating circumstance?

An extenuating circumstance is a special situation/ event that is beyond your control or personal choice. Poor performance in class is NOT considered an extenuating circumstance.

What kind of documentation should I provide?

- **Failure to provide adequate documentation will result in your appeal being denied**
- Your documentation should prove what you have stated as your extenuating circumstance(s) in your appeal statement and pertain to the semester/academic year you had unsatisfactory progress
- If your extenuating circumstance is **medical**, you must provide:
 - A **letter on letterhead** from your medical provider:
 - Confirming your medical condition
 - Releasing you to return to classes
- Letters from third parties (non-professional sources such as family, co-workers, etc.) that are not on letterhead **MUST:**
 - Be notarized by a Notary Public
 - Contain a signature, address, and telephone number of the writer

How long will it take the Financial Aid Appeal Committee to review my appeal and give me a decision?

The Financial Aid Appeal Committee will attempt to review your appeal as quickly as possible. The result of your appeal will be sent to your ETSU Outlook Email account.

ETSU Scholarship Office Academic Performance Scholarship Policy: Can be found at the [scholarship website](#) <http://www.etsu.edu/scholarships/> under (left navigation) "Academic Performance Scholarship → Policies"

***Remember to check your ETSU Outlook and GoldLink accounts frequently for updates/changes!**

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