



The University of Texas of the Permian Basin

Office of Student Financial Aid

Scholarship Appeal Form

Name: _____ **Student ID:** _____

Address: _____ **City, State, Zip:** _____

Phone: _____ **Scholarship:** _____

Expected Graduation Date: _____ **Hours Remaining:** _____

Students must maintain a Specified GPA each term and complete required number of hours each academic year in order to maintain their scholarship. By submitting this form you are explaining your deficiency, and requesting consideration for reinstatement of your scholarship. Appeal forms must be submitted prior to or during the semester the student is requesting reinstatement of scholarship. Appeal forms submitted for a term after a student has ceased attending will not be granted. If the student withdraws while waiting for an appeal decision, the appeal will not be granted.

Please check all that apply:

_____ Completion of academic hours

_____ Cumulative Grade Point Average (GPA)

Please check the circumstance that applies. You must provide supporting documentation. Appeals without supporting documentation will automatically be denied. ALL sections must be completed or the appeal will be returned without review.

___ Serious medical illness or injury. Please provide supporting documentation or statement from doctor.

___ Death of an immediate family member. Please provide obituary or death certificate.

___ Other circumstance

Procedure for an Appeal:

- An appeal letter must be submitted explaining in detail the reason academic hours were not completed or GPA required was not earned. (Please attach appropriate documentation.)
- What steps have you taken to be certain that you complete the required hours in the future? Have there been changes in your situation that will allow you to complete your classes successfully? Please explain how these changes will allow you to demonstrate progress by the next semester.
- Submit a current UTPB transcript.
- Submit a current schedule of hours.
- Submit a current degree plan.