

Financial Aid Scholarship Appeal Form

Standards:

Students who fail to meet the requirements of their scholarship have the option to appeal based on extenuating circumstances. An appeal can only be submitted if your failure to be in compliance with one or more areas of the scholarship renewal eligibility requirements were due to events beyond your control. If such circumstances can be documented for the specific semester(s) when the deficiencies occurred, you may submit this completed Scholarship Appeal Form, along with all related supporting documentation. In your appeal, please explain in detail the circumstances that affected your academic performance and the steps you will take to improve your future progress.

Supporting Documentation:

To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g. academic advisor, physician, counselor, social worker, teacher, religious leader, etc.), written on party's letterhead.

Appeals without appropriate supporting documentation will not be reviewed.

Your third party documentation must:

- ✓ Be submitted on official stationery with appropriate signatures.
- ✓ Verify that the extenuating circumstances occurred during the timeframe referenced in your appeal.
- ✓ Verify that the extenuating circumstances(s) will no longer influence your academic performance.

We realize that sharing personal information may be difficult. Be assured that PBSC will comply with all State and Federal laws to protect your privacy. Only financial aid/scholarship personnel will review your appeal documents.

All decisions of the Scholarship Appeals Committee are final and not subject to further appeal.

Florida Bright Futures Scholarships

___ BAS Scholarship

___ Academic Scholars Award

___ Green & Gold Scholarship

___ Medallion Scholars Award

___ President's Scholarship

___ Gold Seal Vocational Scholars Award

Other/Name of Scholarship: _____

Appeal Deadline:

Appeals and supporting documentation should be received by the Bright Futures and or Scholarship Financial Aid Analyst by *July 1st to be considered for renewal for the next fall and spring terms*. Please be sure to include your name and Palm Beach State College student ID on any documentation submitted. Any appeals received after the deadline, will not be considered. It is your responsibility to initiate an appeal before the specified deadline.

Please check the term for which you are submitting an appeal: Fall Spring

Continued on next page



NAME: _____ STUDENT ID#: _____
Last First MI

Current Mailing Address City State Zip

Day phone Evening phone Email @my.palmbeachstate.edu

1. **Attach a detailed, typed explanation** of the circumstances that led to the scholarship ineligibility and why those circumstances are no longer affecting your academic performance. In addition, indicate what you have done to address the problems that have prevented you from maintaining the GPA and hours requirements, what you will do in the future to ensure that you will maintain those requirements. **Be sure to submit your third party documentation with this form.**
2. **Decision.** The decision of the Appeals Committee will be communicated to you via your Palm Beach State email.

For Bright Future Scholarships:

- Scholarship funds will only apply toward courses REQUIRED for approved degree or certificate program.
- Funding is based on enrollment in a minimum of six credit hours or 225 clock hours and is continued based on hours earned and GPA requirements at the end of each spring term.
- If you withdraw from any funded classes, you must repay those funds to continue receiving the scholarship for upcoming terms.
- Per credit hour amounts and scholarship lengths are determined by the Florida Department of Education, Office of Student Financial Assistance, OSFA.
- Please check your OSFA Student Financial Aid History for demographic and disbursement information at <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>

For Palm Beach State College Scholarships:

- Students must meet the required Enrollment and GPA requirements.

CERTIFICATION STATEMENT

All of the information provided with the submission of this appeal is true and complete to the best of my knowledge. If necessary I agree to provide further documentation. *I understand that submission of an appeal does not guarantee reinstatement of my scholarship.*

Signature: _____ Date: _____