Part I What to know before making a scholarship appeal

The Scholarship Appeals Committee will only review scholarship appeals that are complete. A scholarship appeal form must be completed for each scholarship you may be appealing. Typically, appeals are reviewed in the order received. Please include a valid email address as you will be notified via email regarding the appeal results.

**Appeal Deadline:**  Your appeal and all supporting documentation must be received by 5:00p.m. the third Friday of the semester following the loss of the scholarship. For example, if you lose your scholarship after fall semester, your scholarship appeal is due by the third Friday of the following spring semester. Scholarship appeals that are turned in after the deadline may be reviewed at the discretion of the scholarship appeals committee. \* *See attachment for documentation definitions*.

**Part II Checklist**

[ ] Complete and sign this form.

[ ] Attach a detailed explanation of why you are appealing the loss of your scholarship. This needs to be typed and signed by the student.

[ ] Attach a copy of your scholarship contract.

[ ] Attach a copy of your Snow College unofficial transcripts.

[ ] Make sure all supporting documentation has been attached (Doctor’s letter, obituary, letter from a professor, etc.).

**Part III Student Information** (all fields required)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Badger ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) home ( ) cell ( ) work Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have a declared major, please list: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part IV Scholarship Information**

Name of Scholarship you are Appealing:­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year Issued:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA Req’d\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credits Req’d\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short summary of reason for appeal (a detailed explanation should be attached):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***Return this form to the Snow College Scholarship Office in the Greenwood Student Center Room 205 or mail to:***

***Snow College Scholarship Office 150 College Ave Ephraim, UT 84627***

***November, 2015***

**Guidelines for Snow College Scholarship Appeals**

**Reasons for a Scholarship Appeal:** Reasonsare varied but may include an inability to attend school because of a serious medical condition or a personal situation such as divorce, death in a family, or military service. Or you may feel that there was a mistake, for example you earned an “A” in a class but a “C” was reported or a professor did not turn in grades on time. Reasons that are typically insufficient for an appeal to be granted are that you disagree with the grade a professor gave you, or you could have attended class but chose not to.

**Where to get a Scholarship Appeal**: Students may pick up the scholarship appeal from the Snow College Scholarship office located on the 2nd floor of the Greenwood Student Center, room 205. The appeal form is also available online at <https://www.snow.edu/offices/scholarships/appeal.php>. Students are notified via email concerning their scholarship appeal results.

**Scholarship Contracts:** Students must attach a copy of their scholarship contract to the scholarship appeal. The scholarship contract sets the standards you must meet to keep the scholarship. This is a necessary document to include.

**Unofficial Transcripts:** Students must attach a copy of their unofficial Snow College transcripts to the scholarship appeal. These can be printed off of Badgerweb. The information on the transcript will be considered to be correct unless you explain and provide support for why it is not.

**Detailed Explanation from Student:** The scholarship appeals committee needs to know why a student is appealing the loss of his/her scholarship. This documentation must be typed and signed by the student, and may include any specific information that will support the appeal.

**Medical Documentation:** Submit dated documentation from physician. Documentation must be printed on professional letterhead and include date, full name of professional, address, telephone number and a signature. Dates and explanation of illness must be typed on official letterhead with physician’s signature. Medical Bills do not meet documentation guidelines.

**Other Documentation:** The nature of the scholarship appeal determines the documentation. Students may submit a copy of an obituary, a divorce decree, proof of a loss of job, a letter from a professor or staff member, and any other documentation the student believes will support his/her scholarship appeal. If the student is submitting documentation with a scholarship appeal, it must be professional, and complete. The dates listed on the documentation must correspond with the dates of the semester being appealed.