Scholarship Appeal Form and Procedures for Current/Continuing Boise State Students

The Scholarships Appeals Committee is the final authority in the process of requesting an exception to scholarship eligibility. The committee is comprised of campus faculty and professionals within the field of student affairs. They review each appeal packet to determine if extenuating circumstances prevented the student from meeting scholarship standards. The committee reviews an appeal one time. A re-appeal for the same request will not be accepted. It is important that you submit sufficient documentation with your appeal to support your extenuating circumstances.

The committee members are aware of the rigors of university studies, and strive to approve appeals for those students who demonstrate they will be successful in the academic environment. Not all appeals are approved, and submitting a complete appeal packet does not guarantee approval.

**Deadlines:**
- The Scholarships Appeals Committee meets the last Thursday of each month, with a few exceptions. The deadline for fall semester is **August 15th**. Appeals received after August 15th will be considered for the spring semester. The deadline for spring semester is **January 15th**.
- All materials must be received no later than 5:00 P.M. each 15th of the month to be reviewed.
- Incomplete packets will not be reviewed.

**The Appeal Process:**
1. Complete the Scholarship Appeal Form on the back of this information sheet. You (the student) must submit a *well written letter* (typed), two (2) letters of academic reference from Boise State personnel who can support your academic potential. Letters from faculty are preferred, but one letter can be from a counselor or advisor. You may include adequate and pertinent supporting documentation. *All materials must be received no later than 5:00 P.M. each 15th of the month.* If you have any questions, call (208) 426-1664 or e-mail scholarships@boisestate.edu

2. Combine all materials into one packet and submit a complete packet to the Assistant Director of Athletic Aid and Scholarships, Administration Building Room 113, 1910 University Drive, Boise, ID 83725-1315. Students may also fax the materials to (208) 426-1305 or email scholarships@boisestate.edu (email is the preferred method; please combine all documents into one PDF).

3. You will receive an email response to your appeal by the last day of the month after the committee reviews your appeal. It is important to review your student email to receive notification.
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The deadline for fall semester is August 15th. Appeals received after August 15th will be considered for the spring semester.

The deadline for spring semester is January 15th.

Student Name: ________________________________  BSU Student ID Number: __________________________

Name of Scholarship: _______________________________________________________________________

Your request is for which semester (please indicate relevant year. Example, spring 2016)

Fall: _________________________________________ Spring: _________________________________________

Email Address: ________________________________  Daytime Phone Number: __________________________

Statement of Extenuating Circumstances (Please type your statement here or attach a letter to this form).

I certify the information provided is true.

I have read Boise State’s Scholarship Policies and I understand the Scholarships Appeals Committee is the final authority in the process of requesting an exception to scholarship eligibility.

Student Signature: ________________________________ Date: ________________________________