Scholarship Appeal Form and Procedures for Continuing Students

Boise State University has a large number of extremely qualified candidates for scholarships. Due to the outstanding quality of our applicant pool, we are unable to offer scholarship funding to all of our highly qualified applicants. Your admission and/or scholarship application has gone through an extensive review, and the current scholarship decision was based on your academic coursework to date.

The Scholarships Appeals Committee is the final authority in the process of requesting an exception to scholarship eligibility. The committee includes campus faculty and professionals within the field of student affairs. The committee members are interested in learning more about your academic background, any extenuating circumstances that may have impacted your academic success and your plans for the future. They review each appeal packet to determine if extenuating circumstances prevented the student from meeting scholarship standards and deadlines. **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.

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

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

**Required Documents:**
1. Signed Scholarship Appeal Form on the back of this information sheet.
2. You (the student) must submit a **well-written letter (typed)** explaining the following:
   - What extraordinary circumstances kept you from meeting Boise State's scholarship requirements? How have these circumstances changed to allow for your success at Boise State?
   - Why do you want to attend Boise State and what do you plan to study?
   - What other factors indicate you will be a successful student?
3. Please provide documentation of events referenced in your Statement of Circumstances that impacted your ability to succeed academically (such as medical issues, death in the family, etc.).
4. Complete a financial aid application (FAFSA) – submit at fafsa.gov. Financial need will be considered in the review process.

Combine all materials into one packet and submit a complete packet to the Financial Aid and Scholarships Office, 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).

**All materials must be received no later than 5:00 p.m. on the 15th of each month.** If you have any questions, call (208) 426-1664 or email scholarships@boisestate.edu.

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.
Scholarship Appeal Form

The deadline for fall semester is **August 15**. Appeals received after August 15 will be considered for the spring semester. The deadline for spring semester is **January 15**.

Student Name: ___________________________ Boise State ID Number: ___________________________

Name of scholarship you are appealing for: _______________________________________________________

Your request is for which semester (please indicate relevant year. Example: fall 2017)

Fall: ___________________________ Spring: ___________________________

Statement of Extenuating Circumstances (Please type your statement below 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: ___________________________