

If you have been notified that your scholarship has been permanently removed, you have the right to appeal for extenuating circumstances beyond your control by submitting this form. You will receive an official email notification to your UB email address regarding the final appeal decision within 2-3 weeks from the date your appeal was received by the Office of Financial Aid.

Please refer to financialaid.buffalo.edu/aid/scholarships/undergraduate/eligibility for the continuing eligibility policy for all merit scholarships awarded upon admission to UB. The three criteria for each award include:

- Maintain full-time status (at least 12 credit hours) at UB
- Maintain a minimum overall 3.00 UB GPA
- *Successfully earn a minimum of 24 UB credits each year
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*The Financial Aid Office does NOT include “R”, “I”, “J”, “U”, “W”, “F”, and “FX” grades as successfully earned.

The deadline to appeal is July 17.

Instructions

To appeal the loss of your merit scholarship, complete page 2 of this form and attach your personal statement along with required documentation. Incomplete applications or applications lacking sufficient documentation will be denied. Submission of this form does not guarantee the reinstatement of your merit scholarship.

Appeals and all supporting documents can be scanned and emailed to ubscholarships@buffalo.edu or they can be submitted to 115 A Porter Quad, Building 2, Buffalo, NY 14261-0051.

Personal Statement Requirement

Provide a detailed personal statement explaining how the extenuating circumstances resulted in your inability to meet the terms of your merit scholarship. Describe the steps you are taking to move towards successful degree completion and your academic goals, despite this situation.

Student Name: _____ UB Person # _____

Permanent Address: _____

UB Email Address: _____ Daytime Phone: (____) _____

Reason for Appeal

Please check the applicable situation and provide the required documentation and personal statement. Your narrative should explain how the extenuating circumstances resulted in your inability to meet the terms of your merit scholarship. Describe the steps you are taking to move towards successful degree completion and your academic goals, despite this situation.

 Serious illness or injury of student or immediate family member

Attach a written statement from a physician or medical professional on official letterhead and indicate the nature of the illness. The dates of the illness or injury must be included. Do not submit actual medical records or medical billing information.

 Death of immediate family member (child, spouse, parents/legal guardian or sibling)

Attach a copy of the obituary or death certificate. In your personal statement, include the name of the deceased and his/her relationship to you. Also, specify how this death impacted your ability to be successful.

 Other unusual circumstances (examples include: house fire, victim of violent crime, etc.)

In your personal statement, provide a detailed explanation regarding the nature of the unusual circumstance and the applicable dates. You must provide supporting documentation to corroborate your statements such as a police report, insurance claim, or a letter from impartial third party (examples include: lawyer, minister, teacher or counselor, etc.)

Certification and Signature

I certify that the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate my case. I understand that all extenuating circumstances are reviewed on a case-by-case basis, that the Merit Scholarship Appeal Committee may deny my appeal, and that any decision is final.

Student's Signature:_____
Date