

Note: email is not a secure form of communication, do not submit documents via email.

- Electronically upload via the Secure Document Upload Center - [financialaid.buffalo.edu/forms/documentation-upload-center/](https://financialaid.buffalo.edu/forms/documentation-upload-center/). Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name.

Student Name: \_\_\_\_\_ Person Number: \_\_\_\_\_

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

UB Email Address: \_\_\_\_\_@buffalo.edu Daytime Phone: (\_\_\_\_) \_\_\_\_\_

### Instructions

To appeal the loss of your merit scholarship please check the box below that best represents your circumstance.

- Provide the required documentation; and
- A 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.

Incomplete applications or applications with insufficient documentation will be denied. Submission of this form does not guarantee the reinstatement of your merit scholarship. Appeals are not typically approved if you've previously had a successful appeal for the same extenuating circumstance.

Each scholarship impacted will be reviewed during the appeal process. You do not need to submit a separate appeal for each award. Appeals, personal statements and all supporting documents can be uploaded to our Documentation Upload Center here: <https://financialaid.buffalo.edu/forms/documentation-upload-center/>.

Please refer to [financialaid.buffalo.edu/aid/scholarships/undergraduate/eligibility](https://financialaid.buffalo.edu/aid/scholarships/undergraduate/eligibility) for the eligibility requirements of all merit scholarships awarded upon admission to UB.

**The deadline to submit appeal documentation is July 15, 2024**

### Reason for Appeal

- 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 diagnosis, 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 meet the minimum eligibility requirements of your scholarship.
- Other unusual circumstances (examples include: house fire, victim of violent crime, COVID-19, etc.).** Provide a detailed explanation regarding the nature of the unusual circumstance and the applicable dates. You must attach supporting documentation to corroborate your statement. This can include a police report, insurance claim, or statement on professional letterhead from an impartial third party (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 Signature

Date