



## **Appeal for Academic Scholarship, TCU Funded Awards and Satisfactory Academic Progress**

The Office of Scholarships and Student Financial Aid has an established appeal process to review all appeals related to academic scholarships, TCU funded awards, and satisfactory academic progress.

If you are unclear as to why you no longer meet satisfactory academic progress standards for financial aid, or have questions about completing the appeal form, please contact the Office of Scholarships and Student Financial Aid.

### **Two separate appeals committees have been established to review appeals.**

- The *Scholarship Advisory Committee* will review all academic scholarship appeals. Appeals meeting dates and deadlines to submit your appeal are listed under scholarship appeals on our website – [www.financialaid.tcu.edu](http://www.financialaid.tcu.edu).
- Satisfactory academic progress and TCU grant awards are reviewed by the *Academic Progress Appeals Committee*. Appeals meeting dates and deadlines to submit your appeal are listed under satisfactory academic progress and TCU grant aid on our website – [www.financialaid.tcu.edu](http://www.financialaid.tcu.edu).

### **Procedure:** In order to submit an appeal you must:

- Complete and submit the Student Information Section of this form.
- Complete and attach required documents as listed below. **Please note: we do not accept any JPEG picture format of documents. All documents turned in must be PDF version.**
- Submit your appeal to the Office of Scholarships and Student Financial Aid, TCU Box 297012, Fort Worth, TX 76129 / Fax: 817-257-7462 / Email: [financialaid@tcu.edu](mailto:financialaid@tcu.edu)

### **Guidelines for Appealing:**

- Be specific when explaining your circumstances. Lack of information or documentation will result in a delay of an appeal review, or may result in a denial of your appeal.
- The committee assumes that each student submitting an appeal is dependent upon financial aid for the completion of his/her degree. There is no need to discuss your financial situation in this document.

### **Documents Required:**

1. A typed written letter of 500 words or fewer outlining your situation, addressed to the Financial Aid Advisory Committee.
  - Succinctly explain the extenuating circumstances that contributed directly to the loss of your scholarship or financial aid during the academic year.
  - Describe how you have modified your behavior or what changes have occurred which will allow you to meet the renewal requirements in future terms.
2. Attach any support documents that speak directly to your extenuating circumstances upon which your appeal is based. (Documents already on file with the office of Campus Life do not need to be attached).
3. Attach a copy of your Unofficial Transcript printed from the Student Center under My Academics/View my Unofficial Transcript (Do not submit a Degree Progress Report).
4. Complete a GPA calculation estimate for you next semester from the registrar's office website – <http://www.reg.tcu.edu/gpacalculator.asp>. Attach a copy.

**Student Appeal Information**  
**2019 – 2020**

Student Name: \_\_\_\_\_ TCU ID # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Appeal is for reinstatement of financial aid only. You must also contact the office of the Registrar to make sure you are in good academic standing to continue at the University.

Please indicate the type of appeal you are submitting (*Check all that apply*):

Scholarship Appeal

Not meeting Satisfactory Academic Progress (loss of all financial aid and grants)

Please indicate the term you are appealing for aid:    Summer    Fall    Spring

Complete the following information regarding your degree:

Major: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Classification: \_\_\_\_\_ Remaining hours needed to complete degree: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

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Have you had a previous appeal?    No    Yes – Semester of the previous appeal: \_\_\_\_\_

Reason for appeal (*Check all that apply*):

Death of Relative

Change of Major

Injury or Illness

Second Degree

Divorce or Separation

Other Extenuating Circumstances

Do you have documentation on file with the Office of Campus Life?    Yes    No  
(*Please do not submit with appeal*)

Will you submit letters of support from your Dean's Office or faculty?    Yes    No

Did you participate in the College 101 program?    Yes    No

Do you have documentation on file in the Disability Services Office?    Yes    No

Please upload through your TCU Financial Aid portal.