

WESTERN MICHIGAN UNIVERSITY

STUDENT FINANCIAL AID APPEAL FORM FOR **SCHOLARSHIP** REINSTATEMENT

Name _____	WIN Number _____
Mailing Address _____	City, State, Zip _____
Local Telephone _____	Home Telephone _____
Email: _____	

To retain your renewable Western Michigan University scholarship, you must: 1) enroll for at least 12 hours each semester at **Western Michigan University**; 2) pass a minimum of 24 hours at **Western Michigan University** over fall and spring semesters; and 3) achieve a minimum cumulative grade point average of between 2.0 and 3.25, depending on your award. Classes taken at another university or college, or in either summer session at WMU are not factored into your overall completion and cannot be used as part of your appeal. By submitting this form, you are explaining your deficiency and requesting reinstatement of your scholarship. ***Please return your appeal to Financial Aid as soon as possible.***

Description	Fund Code	Aid ID	Admitted 2004/05		Admitted 2005/06		Admitted 2006/07 2007/08 2008/09	
			GPA	Hours	GPA	Hours	GPA	Hours
Medallion	3MED	A1	3.25	24	3.25	24	3.25	24
Presidential	3PRES	3PRES	N/A	N/A	N/A	N/A	3.00	24
Provost	3PRVS	3PRVS	N/A	N/A	N/A	N/A	3.00	24
Kazoo Honors	3KHON	A950	2.00	24	2.50	24	3.00	24
Kazoo Recognition	3KREC	A951	2.00	24	2.00	24	2.00	24
Diversity & Multiculturalism	3DMS	3DMS	N/A	N/A	N/A	N/A	2.00	24
Incentive	3DET, 3FORC, 3A9, 3WADE 3ISP	A9, A91, A92, A10	2.00	24	2.00	24	2.00	24
Transfer	3CCPR, 3PTKA, 3DCCS	A66, A5, A5T,	2.00	24	2.50	24	3.00	24
	3ACAT	A55	2.00	12	2.00	12	2.00	12
Deans	3DEAN 3DGR	A11, A12	N/A	N/A	2.50	24	3.00	24

To appeal, you must:

- A. complete all sections of this form,
- B. attach a detailed explanation of the extenuating circumstances which caused the grade point and/or credit hour deficiency,
- C. attach documentation that supports your explanation (for example, a doctor's statement, a death Certificate, a letter from an academic advisor, a counselor, ect.), and
- D. sign the back of this form.

(Over)

1. Please check the reason(s) for the appeal:

_____ Grade point average below the standard for the award

_____ Deficient hours (did not enroll for 12 hours a semester or did not successfully pass 24 hours over fall and spring semesters at WMU)

2. Explain why your grade point average fell below the minimum or why you did not enroll for or pass the required hours. Details and documentation are absolutely necessary. Please attach separate letters.

3. What steps have you taken to be certain that you will enroll for and pass all of the required hours in future terms? Have there been changes in your situation which will allow you to complete this objective? Please explain.

To the best of my knowledge, all of the information on this form is complete and correct.

Student's signature _____ Date _____

The Appeal Process

1. Return this signed form and the required documentation to:

Western Michigan University
Attn: Jodie Laraway
1903 W. Michigan
Kalamazoo, Michigan 49008-5337

2. WMU financial aid staff will check your appeal to verify that you have provided detailed information and substantiating documentation.

3. If your appeal documentation is incomplete or insufficient, your appeal will be denied.

4. The Student Financial Aid Appeals Committee will review your appeal and will notify you by letter or e-mail of their decision.

Credit hour completion and grade point averages are checked after each spring semester. If circumstances beyond your control caused or contributed to your deficiency, you should submit your appeal for review as soon as you receive your notice of deficiency.

The appeal process can be time consuming, depending on the number of students submitting appeals. The entire process, from the receipt of the complete appeal to the mailing of our decision, can take approximately two to four weeks. Therefore, we encourage you to return the appeal as soon as possible.

Should you have any questions concerning the appeal process, please call (269) 387-6000.

(Over)