



STUDENT NAME: _____
 WIN: _____
 DAYTIME PHONE: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____

WMU Student Financial Aid
 1903 W Michigan Ave
 Kalamazoo MI 49008-5337
 (269) 387-6000
 finaid-info@wmich.edu

SCHOLARSHIP REINSTATEMENT APPEAL

To retain your renewable Western Michigan University scholarship, you must:

- 1) Enroll for at least 12 hours each fall and spring semester at WMU.
- 2) Pass a minimum of **24 hours** at WMU each fall and spring semester, AND
- 3) Achieve a minimum cumulative grade point average of between 2.0 and 3.25, depending on your award (see below).

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 see the chart below to determine which appeal form must be submitted. Please return your appeal to Student Financial Aid as soon as possible.

DESCRIPTION	ADMITTED PRIOR TO 2013-14	ADMITTED AFTER 2013-14
	GPA	GPA
Medallion	3.25	3.25
Presidential Gold	2.50	2.50
Presidential Silver	2.50	2.50
Transfer Scholarships	2.50	2.50
Diversity & Multiculturalism / Multicultural Leaders	2.00	2.50
Incentive	2.00	2.00
Foundation	n/a	3.00
John Seita	*SAP (see below)	*SAP (see below)

***SAP for Seita Scholars:** The standards for satisfactory academic progress are on our website at www.wmich.edu/finaid, under "eligibility." If satisfactory academic progress is required for renewal of your scholarship, you must file the academic progress appeal form. You can get this form on our website under "forms." You must **ADDITIONALLY** contact the Seita office for scholarship reinstatement approval.

To appeal all other scholarships you must complete all sections of this form and attach a detailed explanation of the extenuating circumstances which caused the grade point and/or credit hour deficiency. You must also attach documentation that supports your explanation (for example, a doctor's statement, a death certificate, a letter from an academic advisor, a counselor, etc.), and sign page two of this form.

STUDENT NAME: _____ **WIN:** _____

1. Please check the reason(s) for this 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).

____ Received grades of "I" (Incomplete) due to study abroad. Please submit the appeal when you receive notice that your grades have been received.

2. Explain why your grade point average fell below the minimum or why you did not enroll in 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 in 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 SIGNATURE: _____ **DATE:** _____

Return this signed form and the required documentation to:

Western Michigan University
Attn: Nicole Martinez
1903 W. Michigan
Kalamazoo, Michigan 49008-5337

- WMU financial aid staff will check your appeal to verify that you have provided detailed information and substantiating documentation.
- If your appeal documentation is incomplete or insufficient, your appeal will be denied.
- The Student Financial Aid Appeals Committee will review your appeal and will notify you by letter or email 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 Bronco Express, (269) 387-6000.

Return your completed form to Bronco Express on the lower level of the Bernhard Center. You may also email or mail to the address above. Be sure to include your name and WIN on all pages. Missing information may delay the processing of financial aid.