

Institutional Scholarship Appeals

Scholarship Recipients who have completed their first year and failed below retention requirements

Each Tennessee State University scholarship has continuing eligibility requirements in regard to GPA, enrollment, and service (for certain scholarships). Scholarship recipients are notified of these renewal requirements in the scholarship agreement form sent with the original scholarship award letter.

Students who fail to meet service requirements (if applicable) will have their scholarships rescinded. Students are notified of their scholarship suspension status via their myTSU email account; consequently it is imperative that you check your mytsu email account regularly.

Who Can Submit an Appeal

- · Scholarship recipients who did not meet GPA, completion, or service requirements because of extenuating circumstances
- Scholarship recipients who did not meet GPA requirements, but, who can reach the required GPA in a single semester and have a
 written plan for raising their GPA to the requirement

What an Appeal Should Include

Your appeal must include the following paperwork:

- A completed and signed Institutional Scholarship Appeal Form
- A detailed letter regarding your situation, including a description of why you were unable to meet the scholarship requirements and an explanation of how you will correct the problem in the upcoming semester
- If you are appealing based on extenuating circumstances: Documentation to support the appeal, such as statements from doctors, counselors, or other professionals must be attached

How to Submit an Appeal

Please submit your appeal to the Scholarship Office via email to scholarships@tnstate.edu . You will receive a response via your myTSU email account approximately two weeks after you submit your appeal.

Who to Contact for More Information

If you have additional questions about the appeal process or the documentation you need to provide (if applicable), you should email scholarhsips@tnstate.edu

Please Note: You will receive a response via your myTSU email account in two to four weeks

TSU Financial Aid Institutional Scholarship Appeal Form for Academic and Foundation Scholarships

Complete the following information and submit to the Scholarship Office. Please email to scholarships@tnstate.edu

Name: (Please print clearly)	ID# : ⊤
Phone: ()E	mail: @mytsu.tnstate.edu
Please Note: If we need to contact you about you your MTSU email address. Please be sure to ch	our scholarship request or other matters, we will generally do so via eck your myTSU email account on a regular basis throughout the
year!	Diago Note: This appeal form is only used for
	Please Note: This appeal form is only used for cholarship Committee. This form is not applicable for a lottery
scholarship, a scholarship from another TSU de	
Indicate the reason for the appeal:	
Current or Former Scholarship Recipients	:
-	
-	-
Diago initial.	
to retain my scholarship. If my appeal is app the required level by the end of the semeste performing other actions to meet scholarship I understand that reinstatement of a s	
I understand that my appeal may be of documentation to support my appealI understand that the appeal decisionI verify that all of the above statement	denied if I fail to provide a personal statement and is final. is and attached documentation are true and
accurate. Student Signature:	Date: