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Students who fail to meet service requirements (if applicable) will have their scholarships rescinded.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 scholarships@tnstate.edu
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

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<th>Name: (Please print clearly)</th>
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<td>Phone: (___ ___) __ __ __ __ __</td>
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Please Note: If we need to contact you about your scholarship request or other matters, we will generally do so via your MTSU email address. Please be sure to check your myTSU email account on a regular basis throughout the year!

| Name of Scholarship: | Please Note: This appeal form is only used for institutional scholarships awarded by the TSU Scholarship Committee. This form is not applicable for a lottery scholarship, a scholarship from another TSU department, or federal financial aid. |

Indicate the reason for the appeal:

Current or Former Scholarship Recipients:

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Please initial:

_____ I understand that I must continue to meet the GPA, completion, and service requirements to retain my scholarship. If my appeal is approved, I may be responsible for raising my GPA to the required level by the end of the semester, making up any missed service hours, or performing other actions to meet scholarship requirements.

_____ I understand that reinstatement of a scholarship is contingent on available funding. Even if my appeal is approved, I may not be able to regain the award immediately if funds are not available.

_____ I understand that my appeal may be denied if I fail to provide a personal statement and documentation to support my appeal.

_____ I understand that the appeal decision is final.

_____ I verify that all of the above statements and attached documentation are true and accurate.

Student Signature: ______________________________________ Date: ______________