

# Scholarship Reinstatement Appeal Form

NEW YORK INSTITUTE OF TECHNOLOGY

A student may appeal the cancellation of their scholarship eligibility resulting from failure to meet the required GPA and course completion criteria by submitting this form, along with supporting documentation, to the Financial Aid office. **Only appeals with documented extenuating circumstances will be considered.** Decisions on completed appeals should be available within two weeks. You will be **notified by mail or e-mail at your New York Tech e-mail address.** An appeal decision may impose limitations upon aid eligibility and/or future minimum academic standards.

## STUDENT INFORMATION

Name	Student ID number	
Address		
City	State	Zip code
Permanent phone	Mobile Phone	
Major		
New York Tech Email		

Name of Scholarship:

Semester requesting reinstatement:

**(NOTE: Scholarships are appealed for one semester at a time. Appeals received after the end of the semester will not be reviewed.)**

## DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

### *Personal injury or illness of the student*

#### REQUIRED DOCUMENTATION:

- Student's typewritten statement of circumstances, explaining medical condition that impaired performance and why future academic performance will not be impaired by condition.
- Letterhead statement from doctor or other health professional explaining the medical condition that impaired academic performance. The statement should specifically address the following:
  - Student's medical condition and date span for which conditions existed.
  - That the condition may have impaired academic performance.
  - The student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.
- Other documentation as requested by Scholarship Reinstatement Appeal Committee.

### *Death of an immediate family member*

#### REQUIRED DOCUMENTATION:

- Student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.
- Death certificate or obituary.
- Other documentation as requested by Scholarship Reinstatement Appeal Committee.

(over please)

**Other extenuating circumstances that were unexpected and beyond the students control**

**REQUIRED DOCUMENTATION:**

- Student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.
- 3rd Party statement(s) attesting to extenuating circumstances and effect on student performance
- Other documentation as requested by Scholarship Reinstatement Appeal Committee
- Employment alone will not suffice as an extenuating circumstance

**Student Signature:**

**Date:**

**SCHOLARSHIP REINSTATEMENT APPEAL FORM**

<p><b>STEP 1:</b> <b>Complete the Scholarship Reinstatement Appeal Form</b></p>	<ol style="list-style-type: none"><li>1. Complete all identifying information</li><li>2. Enter Name of Scholarship and semester requesting reinstatement</li><li>3. Gather all documentation to supplement your appeal</li></ol>
<p><b>STEP 2:</b> <b>Document situation with an Appeal Letter</b></p>	<p><b>Attach a typewritten letter which clearly explains the following:</b></p> <ol style="list-style-type: none"><li>1. What were the circumstances that prevented you from meeting scholarship criteria?</li><li>2. How have your circumstances changed so as to improve your academic performance?</li><li>3. What steps have you taken to ensure you will meet scholarship criteria in the future?</li></ol>
<p><b>STEP 3:</b> <b>Submit completed Scholarship Reinstatement Appeal Form and all supporting documents to the Office of Financial Aid</b></p>	<p><b>Documents can be submitted via:</b></p> <ol style="list-style-type: none"><li>1. Fax: <b>516-686-7997</b></li><li>2. Email: <b>finaid@nyit.edu</b></li><li>3. Mail: NYIT Office of Financial Aid Northern Blvd. Old Westbury, NY 11568</li><li>4. Hand Delivery to Long Island or New York City Campuses</li></ol>

For all appeals, you may attach the appropriate supporting documentation, such as a doctor's note, death certificate, etc., if applicable.

All decisions made by the Scholarship Appeals Committee are final.