



Request for Merit Scholarship Reinstatement

Name (PRINT): _____ Date: _____
CWID or SS #: _____ Loyola email: _____

Merit scholarship awards are offered to students as part of the undergraduate admissions process. These awards assume that students will maintain continuous full-time enrollment and are only valid for the number of terms normally required to earn an undergraduate degree.

Renewal Requirements

Renewal requirements for all institutional undergraduate scholarship and grant programs are posted at <http://www.loyno.edu/financialaid/merit-scholarships-renewal> .

Financial Aid Appeals Committee

The Financial Aid Appeals Committee will review the academic records for all students who do not automatically meet the renewal requirements for their scholarship award.

The Financial Aid Appeals Committee will also review the records of students who have documented disciplinary problems while attending Loyola University New Orleans. Based on information in the disciplinary record, the Committee may reduce or cancel future disbursements of merit funds to these students.

Students will receive written notification if the Committee adjusts or cancels their merit scholarship aid for the upcoming school year. Students have the right to appeal any decision adjusting their merit aid. Appeals must be filed within 30 days of notification that aid eligibility has been adjusted, and it must be made in writing to the Director of the Office of Scholarships and Financial Aid. The appeal may not be based upon your need for the assistance of your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some unusual situation or condition which prevented you from achieving your minimum required GPA, or which necessitated that you withdraw from classes.

Right to Appeal:

You have the right to appeal any decision of ineligibility to continue to receive financial assistance. Your appeal must be filed within 30 days of notification that aid eligibility has been lost, and it must be made in writing to the [Director of the Office of Scholarships and Financial Aid](#). The appeal may not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some unusual situation or condition which prevented you from passing more of your courses, or which necessitated that you withdraw from classes.

Examples of possible situations include documented serious illness, severe injury, or death of a family member. If you do not have grounds for an appeal, or if your appeal is denied, you may still be able to regain your eligibility for future semesters. This is done by enrolling at Loyola at our own expense -- without financial assistance -- and negotiating a contract with the Office of Scholarships and Financial Aid, in advance, for the conditions under which eligibility may be restored.

If you wish to appeal, please follow the instructions below.

Complete this form and attach the following documentation:

1. LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:

You must provide a signed letter of explanation detailing the date the problem occurred, the nature of the problem, how your studies were affected, and how the problem was resolved.

2. REQUIRED SUPPORTING DOCUMENTATION:

If your **GPA is below a 2.0** you must also include an Academic Plan for Improvement / Student Success Agreement that you have developed with either the Academic Resource Center , the Associate Dean of Your College, or the University's Retention and Student Success Coordinator.

If you or an immediate family member experienced a serious injury, illness or mental health condition, please attach a statement from your physician or mental health professional, reflecting date(s) of occurrence/treatment.

If you experienced the death of immediate family member, please attach a copy of the death certificate, paper obituary/link to online obituary, or statement from physician.

If you experienced other circumstances beyond your control, please attach documentation that supports the situation.

•**UNDERGRADUATE STUDENTS:** If you have attempted over 150 hours and have not completed your undergraduate degree requirements, you must provide an advisor's statement giving the Month and year of your expected graduation date written on departmental letterhead.

REMEMBER: All appeals **MUST** include the following:

1. This Appeal Form
2. Signed Letter of explanation
3. Any relevant supporting documents

The Financial Aid Appeals Committee will review everything that you submit. The Committee will send its decision within 10 working days to your Loyola University e-mail address

STUDENT CERTIFICATION:

Student Signature

Date

Submit this form to the **Office of Scholarships and Financial Aid, Loyola University New Orleans, 110 Marquette Hall, Campus Box 206, New Orleans, LA 70115**