

## Scholarship Appeal Instruction Sheet

**Submission Deadline: Thursday, September 24, 2026, at 5:00 PM**

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*Please carefully review the instructions below before submitting a scholarship appeal. If you are unsure about your scholarship status, contact the Office of Financial Aid and Scholarships before submitting your appeal packet. Appeals must be submitted by the published deadline and must be complete at the time of submission. Appeals submitted late, including resubmissions, or appeals that are incomplete will not be accepted or reviewed. As a result, the original decision will remain in effect, and you will remain **ineligible for scholarship reinstatement***

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- Scholarship appeals are only available to students who were awarded a UNT Dallas institutional academic scholarship or the Dallas Promise Scholarship. The Office of Financial Aid and Scholarships does not review appeals for departmental, athletic, or external scholarships.
- You must submit an appeal during the same aid year your scholarship was canceled. Appeals for past years are not allowed.
- You may only submit one (1) scholarship appeal during your undergraduate studies.
- If you are requesting an appeal due to graduating and/or student teaching in your final semester, **PLEASE DON'T SUBMIT A SCHOLARSHIP APPEAL**. Please request a Scholarship Exception form.

### A complete appeal packet should include:

- Appeal form
- Personal statement -Typed statement explaining why you didn't meet renewal criteria and what changes you have made to ensure your academic success.
- Supporting documentation-Please review **section II** for acceptable supporting documents.

Please submit all documents in person, by mail, fax, or email to **[scholarships@untdallas.edu](mailto:scholarships@untdallas.edu)**

## Academic Scholarship Appeal

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

### Section I. Scholarship Information.

#### Scholarship Awarded:

- Freshman Scholarship (Aspire, Blazer, Blue& Green, Excellence, Elevate)
- Transfer Scholarship (Achieve the Dream, General Transfer Scholarship, Phi Theta Kappa)
- Dallas Promise

### Section II. Reinstatement Request Type

#### Below, choose the option that best reflects the circumstances affecting your academic success:

- Medical:** If a personal medical condition contributed to your inability to meet scholarship renewal requirements, please submit documentation on official letterhead from a medical professional who provided advice or treatment.

*Medical bills and insurance statements are not accepted as documentation.*

- Death/Illness:** If the death or serious illness of an immediate family member contributed to your inability to meet scholarship renewal requirements, please attach appropriate documentation (such as medical records, a death certificate, or a full obituary).
- Military Service:** If military service (such as active duty, deployment, or required training) contributed to your withdrawal or your inability to meet scholarship renewal requirements, please submit appropriate supporting documentation.
- Work Conflict:** If your work schedule interfered with your ability to meet scholarship renewal requirements, please submit supporting documentation such as a work schedule, a letter from your employer, or equivalent verification.
- Other Circumstances:** If your situation is not listed above, please clearly explain the circumstances in your appeal letter and submit appropriate supporting documentation.

### Section III. Student Acknowledgments of Appeal Results (Read and Initial)

\_\_\_\_\_ If my appeal is **DENIED**, I understand that decisions are processed on a case-by-case basis and the committee may deny any scholarship appeal. I also understand that the decision of the appeal committee is **final**. I also understand that I am responsible for any outstanding balance that may result from an appeal denial.

\_\_\_\_\_ If my appeal is **APPROVED**, I understand that approval of this appeal is **final**. No additional appeals will be permitted, and my scholarship will be reinstated **only one time**. *\*May be subject to proration if applicable.*

*By signing below, I certify that this appeal and all supporting documentation are complete and accurate. I understand that my signature must be provided in blue or black ink or submitted electronically using a valid Adobe date stamp. Typed, printed, or cursive Word fonts are not accepted as a signature.*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Fax: 972.338.1799 Email: [scholarships@untDallas.edu](mailto:scholarships@untDallas.edu) Address: UNT Dallas|7350 University Hills Blvd, Dallas, TX 75241

**Scholarship Appeal Acknowledgment**

**STUDENT INFORMATION**

Name:

UNTD Assigned ID:

**TERMS AND CONDITIONS OF SCHOLARSHIP APPEAL**

Initial each statement below for confirmation of understanding terms & conditions for your scholarship appeal

\_\_\_\_\_ I understand that failure to check my university email is not an acceptable excuse.

\_\_\_\_\_ I understand that I must maintain future full-time eligibility or be subject to scholarship proration or cancellation.

\_\_\_\_\_ I understand that I must maintain good academic standing by meeting SAP.

\_\_\_\_\_ I understand that I may only take the classes outlined exactly in my degree plan and that any classes taken outside of my degree plan could cause me to lose my scholarship.

\_\_\_\_\_ I acknowledge that I have met with my academic advisor to discuss my current academic standing, challenges, and strategies for academic success.

\_\_\_\_\_ I understand that falsification of any information within this appeal may result in removal of aid and disciplinary action.

\_\_\_\_\_ If I am in danger of not completing the scholarship renewal requirements, I agree to contact my academic advisor and the Financial Aid Office to discuss my situation and options.

**KEEP A COPY OF APPEAL AND ALL SUPPORTING DOCUMENTATION FOR YOUR RECORDS**