

OFFICE OF SCHOLARSHIPS AND FINANCIAL AID

2021-2022 SCHOLARSHIP APPEAL FORM – LEAVE OF ABSENCE

STUDENT NAME _____

NU ID _____

Students who do not meet established scholarship renewal criteria have the opportunity to appeal on the basis of relevant, significant, and document-able extenuating circumstances for which they could not plan, influence, or prevent. In addition, students requesting a leave of absence (e.g., military obligation, religious mission service, internship, medical complication, etc.) must also appeal for consideration.

Submit this form, along with the items listed below, to the Office of Scholarships and Financial Aid per the term deadlines listed below:

Fall: September 1, 2021

Spring: February 1, 2022

Please list the Scholarship Program(s) administered by the Office of Scholarships and Financial Aid and/or the Office of Undergraduate Admissions to which you are appealing and check the box of the appeal situation that applies to you.

Scholarship Program(s) _____

I am appealing for a leave of absence for the following situation and for the following term(s): Summer 2021 Fall 2021 Spring 2022

Military or Religious
Service Obligation

Medical

Internship
Opportunity

Other

Submit this form with:

1. A Typed Narrative, written by the student that includes the following:

- a. Outline specific military or religious service obligation, internship opportunity or medical complication which will preclude you from being able to maintain continuous enrollment.
 - i. Provide official documentation outlining the duration of the break of enrollment and confirmation of the term you will be able to return as a full-time student.
 - ii. If the break is due to a medical complication, provide a letter of prognosis from a physician, counselor, or licensed professional along with confirmation of when you would be medically authorized to return as a full-time student.
 - iii. If an internship, identify how participation in this program enhances your learning and/or career objectives.

2. Your Two-Semester Academic Plan on the academic advising form (see page 2)

3. A copy of your Unofficial Transcript. This can be obtained in your MyRED account under: Academics > Unofficial Transcript > add UNL to academic institution > add Unofficial Transcript to Report type, then click view report.

4. If Internship, a Letter of Support from your Academic Department on official Letterhead or by email directly from the department.

Important Notes:

- Appeals are only reviewed for scholarship selections made by the Office of Scholarships and Financial Aid and/or the Office of Undergraduate Admissions
- Please allow the Scholarship Appeal Committee 3-4 weeks to review and consider your appeal after all necessary supporting documentation has been received
- The appeal form must be signed by the student.
- Two-Semester Plan must be signed by Academic Advisor.
- The appeal narrative must be written by the student.
- Most documents can be scanned and uploaded into MyRed (Financial Aid tab)
- Students enrolled in Co-Op courses do not need to request a leave of absence if working in coordination with the College of Engineering Career Development & Academic Advising Coordinator.
- Scholarship Appeal decisions are final and not subject to further review.

I acknowledge the terms and conditions of appealing for scholarship reinstatement and the information I have provided is true and accurate to the best of my knowledge.

STUDENT SIGNATURE _____

DATE _____

(Signature not required if documents uploaded in MyRed)

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Extenuating Circumstances and Documentation

<p><i>Extenuating Circumstance should have occurred within the academic year that caused the student to not meet the renewal criteria for their scholarship(s).</i></p>	<p>Recommended Documentation – Submit at least <i>one type</i> of documentation</p>
<p>Medical Condition Serious illness, dental emergency, change in health status, surgery, hospitalization or mental health issue</p>	<ul style="list-style-type: none"> ▪ Letter from health care provider/or other licensed professional with advised period of recovery, dates of office visits. ▪ Medical Records
<p>Student’s Immediate Family: Child or parent medical condition (if parent, student needs to provide documentation that he/she was required to care for parent).</p>	<ul style="list-style-type: none"> ▪ Records from doctor visits ▪ Letter stating doctor advised period of recovery ▪ Hospitalization records
<p>Death of Family Member</p>	<ul style="list-style-type: none"> ▪ Obituary or death certificate ▪ Letter from counselor <p><i>(Documentation should include date and indicate relationship to the deceased.)</i></p>
<p>Housing Issues</p>	<ul style="list-style-type: none"> ▪ Letter from Resident Director ▪ Eviction notice ▪ Letter from transitional housing program
<p>Family Issues</p>	<ul style="list-style-type: none"> ▪ Letter from therapist or other licensed professional
<p>Assault or Domestic Violence</p>	<ul style="list-style-type: none"> ▪ Police Report ▪ Court Documentation ▪ Letter from clergy, social worker, licensed professional or doctor
<p>Other</p>	<ul style="list-style-type: none"> ▪ Provide supporting documentation for any other extenuating circumstance

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Office of Scholarships & Financial Aid
P.O. Box 880411
Lincoln, NE 68588-0411

Phone: 402.472.2030 or 1.800.742.8800, ext. 2030

Fax: 402.472.9826

Email: huskerhub@unl.edu

Most documents can be scanned and uploaded
into MyRed (Financial Aid Tab)