



Please return this form to: music.awards@unt.edu

College of Music Scholarship Appeal*

SECTION A: STUDENT INFORMATION

Name:	UNT Assigned ID:
Email Address:	Telephone (include area code):
Academic Term for Appeal:	Academic Term/Year You Entered Program:

SECTION B: REASON FOR APPEAL

Please provide a detailed explanation of your situation in the 'Personal Statement' section and attach supporting documentation.

Death
 Work Conflict
 Internship/ Study Abroad
 Illness (attach medical documentation)
 Student Teaching (attach documentation from your department)
 Other: _____

Graduating (**Academic Advisor must certify this form.**)
 Expected Graduation Date: _____

Academic Advisor Name (Print Please): _____ Phone Number: _____
 Signature of Academic Advisor: _____ Date: _____

SECTION C: CERTIFICATION

I certify that all the information contained on this form is complete and correct. I will notify the scholarship awarding department of any change in my enrollment. I understand that if approved, my scholarship may not disburse to my tuition/fee account until **after** the official census date of each term. I understand that if my tuition/fee charges are greater than my scholarship, I must make payment arrangements, or my courses may be dropped. I further understand that I will be notified via email of the appeal decision and that typical response time is within 4 weeks of appeal submission.

Student Signature: _____ Date: _____

SECTION D: DEPARTMENT USE ONLY

<input type="checkbox"/> Appeal Log Updated <input type="checkbox"/> Award Canceled/Reinstated <input type="checkbox"/> Waiver review, if applicable <input type="checkbox"/> Student Notified	
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*This form may only be used for scholarships awarded and administered by the UNT College of Music. Students who have scholarships awarded by another department on campus must contact that department about an appeal process.

Name: _____

ID: _____

SECTION E: PERSONAL STATEMENT

Please provide a personal statement describing the situation that occurred to cause you to not meet the scholarship criteria. Attach supporting documentation if necessary.

Signature _____ Date _____

Once a decision concerning your appeal has been determined, you will receive email notification from your awarding department. The typical response time is within 4 weeks of the date you submitted your appeal.

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