



Continuing Admission Scholarship Appeal Form

This form is to be used in the submission of an appeal to retain (or reinstate) a continuing admission scholarship. The standard conditions to retain a continuing scholarship are: registration in a minimum of 5.0 courses with a term average of 79.45% or higher based on Fall-Winter session.

STUDENT LAST NAME:	FIRST NAME:	STUDENT NUMBER:
HOME ADDRESS:		
PHONE:	EMAIL: @uwo.ca	

Check all boxes below that apply:

Reason for not meeting renewal requirements

- Below grade average. My term average was _____
- Below course load requirement. My completed course load was _____ (ie <5.0)

Reason for appeal request

- My own medical/physical illness, injury, disability, etc. (please provide supporting documentation)
- Personal reasons
- Family (such as supporting ill family member, death, etc.)
- Specific course related issues (please outline within your personal statement; may include timing, level of preparation, course requirements, etc.)
- Other extenuating circumstances outside of your control (please describe fully within your personal statement)

Actions Required: (review to ensure you have completed all elements of the appeal)

- I have included a personal statement explaining my circumstances (one page max)
- I have attached any relevant supporting documentation that relate to my circumstances, as outlined in my statement. Supporting documentation may include; letters of recommendation, letters of support, medical documentation, etc.
- I authorize the Scholarship Review Committee to access previously submitted (to the Hive or Registrar's Office) documentation in support of this appeal (such as medical documentation)
- I understand that a submission of appeal does not guarantee approval

Scholarship appeals will be accepted throughout the summer with a final submission deadline of **September 15, annually**. If there are specific questions concerning an appeal (or eligibility to submit an appeal or deadline), please contact VP, Students Marianne Simm (msimm@uwo.ca).

Appeals may be submitted:

1. In hard copy – drop off at The Hive, Mother St. James Memorial Building (Attention Marianne Simm)
2. Electronic – email msimm@uwo.ca (Attention Marianne Simm) or jsmit627@uwo.ca (Janice Smith)