

**The New York Institute of Technology
Office of Financial aid
Scholarship Reinstatement Appeal Form**

A student may appeal the cancellation of their scholarship eligibility resulting from failure to meet the required GPA and course completion criteria by submitting this form, along with supporting documentation, to the Financial Aid office by the end of the academic year for which the appeal is being requested. Appeals received after the end of the academic year will not be considered. ***Only appeals with documented extenuating circumstances will be considered.*** Decisions on completed appeals should be available within two weeks. You will be **notified by mail or e-mail at your NYIT e-mail address.** An appeal decision may impose limitations upon aid eligibility and/or future minimum academic standards.

NAME: _____ NYIT ID# _____

ADDRESS: _____ Cell Phone: _____

_____ Home Phone: _____
City State Zip

MAJOR: _____ NYIT e-mail: _____

Scholarship requesting reinstatement: _____

Semester requesting reinstatement _____

(NOTE: Scholarships are appealed for one semester at a time)

DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

Personal injury or illness of the student

REQUIRED DOCUMENTATION:

- **Student's typewritten statement of circumstances, explaining medical condition that impaired performance and why future academic performance will not be impaired by condition.**
- Letterhead statement from doctor or other health professional explaining the medical condition that impaired academic performance. The statement should specifically address the following:
 - Student's medical condition and date span for which conditions existed.
 - That the condition may have impaired academic performance.
 - The student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.
- Other documentation as requested by Scholarship Reinstatement Appeal Committee

Death of an immediate family member

REQUIRED DOCUMENTATION:

- **Student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.**
- Death certificate or obituary.
- Other documentation as requested by Scholarship Reinstatement Appeal Committee

(over please)

- Other extenuating circumstances that were unexpected and beyond the students control**

REQUIRED DOCUMENTATION:

- **Student's typewritten statement of circumstances that impaired performance and why future academic performance will not be impaired.**
- 3rd Party statement(s) attesting to extenuating circumstances and effect on student performance
- Other documentation as requested by Scholarship Reinstatement Appeal Committee
- Employment alone will not suffice as an extenuating circumstances

Student Signature: _____

Date: _____

Scholarship Reinstatement Appeal Form

<p>Step 1:</p> <p>Complete the Scholarship Reinstatement Appeal Form</p>	<ol style="list-style-type: none"> 1. Complete Term Applied and Academic Level 2. Complete all identifying information 3. Gather all documentation to supplement your appeal
<p>Step 2:</p> <p>Document situation with Statement of Circumstance.</p>	<p>Attach a typewritten letter which clearly explains the following:</p> <ol style="list-style-type: none"> 1. What were the circumstances that prevented you from meeting scholarship criteria? 2. What was your responsibility for these events? 3. How have your circumstances changed so as to improve your academic performance? 4. What steps you have taken to ensure you will make to improve to meet scholarship criteria in the future?
<p>Step 3: Submit completed Scholarship Reinstatement Appeal Form and all supporting documents to the Office of Financial Aid</p>	<p>Documents can be submitted via:</p> <ol style="list-style-type: none"> 1. Fax: 516-686-7997 2. Email: finaid@nyit.edu 3. Mail: NYIT Office of Financial Aid Northern Blvd. Old Westbury, NY 11568 4. Hand Delivery to Old Westbury or Manhattan Campuses

For all appeals, depending upon your circumstances and nature of your appeal, you may attach other supporting documentation (if appropriate) that further documents your situation (i.e. letter from a doctor, copy of death certificate, etc.)

You will be notified by email to your NYIT email address or mail as to whether or not your Appeal has been approved. All decisions are final.