



Academic Progress Appeal

Previous Appeals? yes no If yes, provide Semester/year of last appeal.

NAME: _____

PGID: _____

_____	_____	_____	() _____
College/University	Major	Email Address	Phone Number

What Semester and Year are you appealing: Fall _____ Spring _____ Summer _____
Year Year Year

Dear Scholarship Applicant:

The Project GRAD - Houston Scholarship Program provides financial assistance towards a college education to eligible seniors of Project GRAD - Houston affiliated with high schools in Houston, Texas. Each qualifying student is awarded \$1,000 annually, for a total of four years. The scholarship is intended to be used continuously over four consecutive years at an accredited college or university starting within one year of graduation from high school.

The categories below are **exemptions** granted to our students under special circumstances. One must apply and be granted for these waivers. Please mark all appropriate categories for your circumstance.

Change of Enrollment.

Will be enrolled: full-time (12 hrs +) part-time (9-11hrs) less than part time(6 hrs or less)
(Changes to enrollment may affect your current scholarship allotment.)

Change of Anticipated Graduation Date.

Please provide new graduation Date _____
(Changes to your anticipated graduation date may affect your scholarship eligibility.)

Military

Branch _____ Discharge Date _____

Students serving in any branch of the United States Armed Forces within twelve (12) months from graduating high school will have six years from the date of your high school graduation to use your scholarship

Scholarship Appeal

If a student fails to meet any of the scholarship requirements (please view online at www.projectgradhouston.org) the student will forfeit his or her scholarship, and be notified by Project GRAD-Houston. If a student disagrees with the ruling, he or she may submit a written appeal to be reviewed by Project GRAD Houston/High School Advisory Committee. The Advisory Committee shall consist of at least one representative from Project GRAD Houston and a high school representative. You may request an appeal form from Project GRAD- Houston. You appeal should include the student's name and address, explanation of why he or she believes that the evaluation of the student's failure to meet the program requirements is incorrect, and the documentation that supports that claim. This information should be sent to Project GRAD Houston, 3000 Richmond, Suite 400 Houston, TX 77098 or faxed to 832-325-0383.

Probation

A student is eligible for the probation recovery program if he or she takes 12 hours and receives a 2.0 GPA the semester following forfeiture paid by his or her personal funds. The student can initiate the probation recovery program only if no more than 1 year or 2 semesters has lapsed and as long as they have taken 12 hours and made a 2.0 grade point average. Reinstated scholarships will be paid on a semester by semester basis. Each student is allowed this recovery option only one time.

Student has exceeded cost of attendance at institution (Ex.: Full scholarship recipient)

If a student has a full scholarship at their institution and receives financial aid their educational institution may refund the money back to Project GRAD - Houston because student has exceeded their cost of attendance

Non-Enrollment

The student must enroll at an accredited college or university within one year of graduation from high school and must not let continuous enrollment lapse for more than one year. As a result, the student has a total of five (5) years from the time of graduation from High School to use their scholarships.



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Satisfactory academic progress is evaluated before your scholarship is awarded each academic year and will be continuously monitored. Listed below are the conditions considered when evaluating satisfactory academic progress (SAP).

1. Students must be in good academic standing consistent with the scholarship's requirements.
2. Students must maintain a 2.0 cumulative GPA

- Explain the circumstances that prevented you from meeting satisfactory academic progress requirements and the reasons for the basis of this appeal. (If you need more space you may attach a sheet).

- Please describe actions you are taking to prevent future recurrence. List and describe other pertinent information which may affect this appeal.

Certification of Student: I understand the submission of this form does not constitute an approval of my appeal. Submitting documentation increases your chance of approval. I will be notified of the committee's decision in writing in approximately 1 week. *Any fees I may owe the university are due on the date specified regardless of the status of my appeal.*

By providing your Project GRAD ID will act as an electronic signature certifying that all information submitted in this form is accurate and true.

PG ID

Date