



REGENTS' SCHOLARSHIP
 PO BOX 145114
 SALT LAKE CITY, UT 84114
 REGENTSSCHOLARSHIP@USHE.EDU
 801-321-7159

APPEAL RULES AND INSTRUCTIONS

- Under Regents' Policy (R609), Regents' Scholarship applicants have the right to appeal an adverse decision.
- If uploading the appeal through your account, it must be submitted **within 30 days** of the date of the notification. If mailing the appeal documentation it must be postmarked within 30 days.
- The appeal must provide evidence that the adverse decision was made in error and that, in fact, you met all scholarship requirements and submitted all requested documentation by the deadline. An appeal filed before you receive an official notification regarding your application will not be considered.
- A submission of an appeal does not guarantee a reversal of the original decision.
- As the student applicant, it is the your responsibility to file the appeal, including all supplementary documentation.
- Appeals filed in an attempt to change the scholarship requirements are beyond the scope and purpose of the appeals process.

It is estimated that the notification of the decision regarding an appeal will be sent to the student via their message center in their Regents' Scholarship account 4-6 weeks after receipt of all appeal application documents.

First Name _____ Middle _____ Last _____

Mailing Address _____

City _____ State _____ Zip _____

Cell phone Number ____-____-____ Home phone Number ____-____-____

E-mail address _____

High school you attended last _____

If you are currently in college, list the college you are attending _____

The appeal is related to (mark all that apply):

Academic Requirements Documentation Loss of Eligibility

Other, please specify _____

- **You are required to include a typed statement**, written by you, the scholarship applicant, detailing why you are appealing and including information to support your appeal. Include all information you would like the committee to consider. *Please use 12 point font with page margins no smaller than 1 inch for readability.*
- **You have one opportunity to appeal, therefore it is vital to include all supporting documentation you want the committee to consider.** For example, if your transcript had an error on it, please include a new transcript showing that the error has been corrected. Failure to include supporting documentation could impact the outcome of the appeal. If you choose to include supporting documents, please list the documents you are including:

I understand and agree to the appeal application rules as outlined above. I certify that all information provided regarding this appeal application is true and accurate.

Student Signature _____ **Date** _____