

Submit forms electronically via the Secure Document Upload Center - financialaid.buffalo.edu/forms/documentation-upload-center/. Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name. All Financial Aid Forms require your legal name.

Note: email is not a secure form of communication, do not submit documents via email.

Student Name: _____ Person Number: _____

UB Email Address: _____@buffalo.edu Daytime Phone: (____) _____

Instructions

To appeal the loss of your merit scholarship, please select the circumstance below that best describes why you were unable to meet the scholarship requirements. Your appeal must include:

- A personal statement explaining:
 - The extenuating circumstances that prevented you from meeting your scholarship terms.
 - The steps you are currently taking to ensure successful degree completion.
 - Your academic goals.
- The required documentation is specified under the 'Reason for Appeal' section.

Important Notes:

- Incomplete applications or those lacking sufficient documentation will be denied.
- Submitting this form does not guarantee the reinstatement of your scholarship.
- Appeals for the same extenuating circumstance that were previously approved are typically not granted.
- Upload your appeal form, personal statement, and all supporting documents to the Documentation Upload Center by the deadline: <https://www.buffalo.edu/financialaid/manage/forms/document-upload>

Deadline to submit this appeal is July 15, 2026.

Reason for Appeal

- Serious illness or injury of student or immediate family member (child, spouse, parent/legal guardian or sibling).**
 - **Required:** A written statement from a physician or medical professional on official letterhead indicating the nature of the illness and the dates of diagnosis, illness, or injury.
 - **Do not submit:** Actual medical records, medical billing information or pictures of injury or illness.
- Death of immediate family member (child, spouse, parent/legal guardian or sibling).**
 - **Required:** A copy of the obituary or death certificate.
 - **In your personal statement, include:** The name of the deceased, their relationship to you, and a clear explanation of how this death impacted your ability to meet the eligibility requirements.
- Other unusual circumstances (examples include a house fire, victim of violent crime, etc.).**
 - **Required:** A detailed explanation of the unusual circumstances and the relevant dates. You must also attach supporting documentation to verify your statement. This may include a police report, insurance claim, or a statement on professional letterhead from an impartial third party (lawyer, minister, teacher, counselor, etc.).

Certification and Signature

I certify that the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate my case. I understand that all extenuating circumstances are reviewed on a case-by-case basis, that the Merit Scholarship Appeal Committee may deny my appeal, and that any decision is final.

Student Signature

Date