



A Lancer who does not meet the renewal requirements for a Longwood merit-based scholarship is given the opportunity to appeal based on extenuating circumstances. These merit-based scholarships include:

Presidential Scholarship, Provost's Scholarship, Dean's Scholarship, Rotunda Award, and Lancer Distinction Award.

Extenuating circumstances for which a Lancer can appeal include: serious health condition(s), death/serious illness of an immediate family member, significant traumatic event(s), and other extraordinary/unexpected events.

Merit Scholarship Appeals must be received by the end of day on June 20, 2025. Appeals received after June 20th will be reviewed at the discretion of the Merit Review Committee. An email notification containing the appeal decision will ONLY be communicated to the Lancers Longwood Live Mail account.

A Lancer who is attending summer school at Longwood may have their scholarship reinstated if completion of the summer course(s) results in their meeting the scholarship requirements. **Upon completion of summer coursework, please contact the Office of Financial Aid at finaid@longwood.edu to self-identify and request merit renewal re-evaluation.**

Please Note: Lancers who did not maintain Satisfactory Academic Progress (SAP) will receive a separate email about those requirements and how to submit a SAP Appeal. A SAP Appeal may be submitted if there was an extenuating circumstance(s) that affected a Lancers success. The SAP appeal, if granted, will then be reviewed by the Merit Review Committee. **As such, there is no need to submit a Merit Scholarship Appeal if a SAP Appeal has been submitted.**

A. STUDENT INFORMATION

Full Name: _____ Longwood ID Number: _____

B. APPEAL REASON AND RECOMMENDED DOCUMENTATION

- ☐ **Serious Health Condition(s) of Student.** Include a statement from a physician, therapist, or counselor supporting your situation on official letterhead.
- ☐ **Death or Serious Health Condition of Immediate Family Member.** Include a photocopy of the death certificate or newspaper obituary; a statement from a physician, therapist, or counselor supporting the family members situation on official letterhead.
- ☐ **Significant Traumatic Event(s).** Include information regarding the specific circumstances of the event. This can include statements from physicians, social workers, psychiatrists, law enforcement officers, and clergy members on official letterhead.
- ☐ **Other Extraordinary/Unexpected Event.** Explain the nature and impacts of the unexpected circumstance(s) in your statement below. Relevant supporting documentation must also be provided.

Full Name: _____ Longwood ID Number: _____

C. EXPLANATION OF SELECTED APPEAL REASON

Please use the area below to explain the circumstance(s) your appeal is based on, how it affected your academic performance, and what you have done or will do to ensure your success moving forward.

Please ensure your explanation is supported by any documentation that is uploaded with the form. Should you need more space, you can submit your statement in a word document.

D. Certification and signature. By submitting this form, I request to have my merit-based scholarship reinstated. I understand that my Merit Scholarship Appeal must be received by **June 20, 2025**. I also acknowledge that the Office of Financial Aid will not accept any Merit Scholarship Appeal that is incomplete or lacks substantive explanation. By signing this form, I certify that the information on this form is truthful and accurate.

Student Signature

Date

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: <http://go.longwood.edu/uploadfa>.