

# UNIVERSITY of HOUSTON

## OFFICE OF SCHOLARSHIPS & FINANCIAL AID

### 2013-2014 Institutional Grants Eligibility Review Form

#### Submission Deadline

Fall: November 1, 2013

Spring: February 14, 2014

**\*\*This appeal is to review students for possible institutional grant eligibility only. Students who have exceeded their aggregate limits may no longer be eligible for federal and state grants.\*\***

First Name	Last Name	myUH ID	Email Address
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The University of Houston requires that students who have met/exceeded the maximum limits for the Federal Pell grant and Direct loan programs must meet and maintain all of the following in order to be considered for institutional grants:

- Maintain Satisfactory Academic Progress (SAP)
- Enroll in at least **9 credit hours** per semester of award

A student is no longer eligible for institutional grants when one of the following is met:

- The student has more than 30 credit hours to graduate with an undergraduate degree.
- The student is an undergraduate who has changed majors 2 or more times.

If **eligible**, complete this form, attach your typed personal statement, and necessary documentation to support your reason(s) for the request. The statement must be detailed, clearly stated and limited to one page. Within your statement, please discuss why you have used your lifetime aggregate eligibility for federal aid without completing your degree. Also discuss what actions you have taken to ensure that you utilize institutional funding appropriately and complete your degree in 30 hours or less.

If your request is approved, an institutional grant will be awarded for the 2013-2014 academic year, provided you are enrolled in at least 9 credit hours each semester, unless graduating.

**This form must be submitted via email to [sfagrants@uh.edu](mailto:sfagrants@uh.edu) only; do not submit form in-person at the Welcome Center or by fax.**

My eligibility review request is based on the following:

- ☐ I will graduate within 30 credit hours. I have attached a signed letter from my Academic Advisor.
- ☐ Graduation \_\_\_\_ Fall 2013 \_\_\_\_ Spring 2014 and enrolled in less than 9 credit hours. (Award will be prorated based on the number of credit hours enrolled.)
- ☐ Other (please explain) \_\_\_\_\_

**Student Certification:** I understand that decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my request. I will be notified of the decision by email at the address provided through PeopleSoft Self-Service in approximately 4 weeks. I understand that this decision is final and that further consideration will not be granted. **Any fees I may owe the university are due on the date specified regardless of the status of my request.**

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

#### FOR OFFICE USE ONLY

Prior Hardship Request: YES \_\_\_\_ NO \_\_\_\_ GPA: \_\_\_\_ Total Hours Completed: \_\_\_\_ Completion Rate: \_\_\_\_

Current Enrollment Hours: \_\_\_\_ Decision: APPROVED \_\_\_\_ DENIED \_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

University of Houston - Office of Scholarships and Financial Aid

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