Students may request reinstatement for the following scholarships administered by Northern Arizona University Office of Scholarships and Financial Aid:

- Academic Decathlon
- AIMS
- All Arizona Academic Team
- Dean’s Scholarship
- Merit Scholarship
- Phi Theta Kappa (PTK)
- President’s Scholarship (Resident and Non-Resident)

### Deadlines:
- **Fall:** August 1
- **Spring:** December 1

Reinstatement Appeals will be considered based on the following:

1. **Leave of Absence**
   - **No greater than 3 semesters:**
     - Student must have attended NAU for at least one semester*.
     - Student must be in good academic standing upon leaving NAU
       - Completed at least 15 credits/semester with a 2.5 cumulative GPA
       - For cumulative GPA requirements for appropriate catalog year refer to: [http://nau.edu/FinAid/Scholarships/](http://nau.edu/FinAid/Scholarships/)

2. **Renewal Criteria Not Met:**
   - Student must have attended NAU for at least one semester

3. **Student changed to a non Western Undergraduate Exchange (WUE) eligible major:**
   - Student must have attended NAU for at least one semester
   - Student must have been awarded a Non Resident President Scholarship upon admission

4. **Student awarded tuition scholarship and did not enroll at NAU for the fall term immediately following high school:**
   - Student must enroll full time (15 hours) in Spring term immediately following high school

* The attendance for one semester requirement does not apply to medical reasons, military deployment, or religious missions but the leave cannot exceed two and a half years.

Students may only apply for a reinstatement of their scholarship **once** during their academic career.

All requests must include:

- Completed and signed Reinstatement Request Form
- A letter describing in detail the reasons or circumstances that merit a review of your scholarship eligibility.
- Documentation supporting your request. Documents may include; military paperwork or statements on company letterhead from third party persons (clergy, employers or medical professionals) verifying your extenuating circumstance.

Please submit form, letter, and all copied documentation to:

**NAU Office of Scholarships and Financial Aid**
**PO Box 4108 ~ Flagstaff, AZ 86011**
**Or by fax at: 928-523-1551**

- Complete Reinstatement Request submissions will be reviewed within 10-15 business days.
- Students waiting for an appeal decisions should be fully prepared to assume responsibility for all tuition, fees and other university charges, regardless of the reinstatement decision
- **Submitting a Scholarship Reinstatement Request does not guarantee approval.**
**Office of Scholarships and Financial Aid**
Scholarship Reinstatement Request Form
2013-2014 Academic Year

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>NAU ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>NAU Email Address: @nau.edu</td>
</tr>
<tr>
<td>Student Mailing Address:</td>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

The Scholarship Reinstatement Request is for the following semesters: ☐ Fall ☐ Spring

I am requesting reinstatement of the following scholarship and semester:

- [ ] Academic Decathlon
- [ ] Merit Scholarship
- [ ] AIMS
- [ ] Phi Theta Kappa (PTK)
- [ ] All Arizona Academic Team
- [ ] President’s Scholarship (Resident and Non-Resident)
- [ ] Dean’s Scholarship

I am requesting reinstatement for the following reason(s):

- [ ] Leave of absence (i.e., medical, military, religious mission, cooperative learning experience)
- [ ] Did not maintain required GPA
- [ ] Did not complete the necessary credit hours within the year
- [ ] Changed to a non Western Undergraduate Exchange (WUE) eligible major
- [ ] Did not enroll at NAU for the fall term immediately following high school (enrolling for Spring)

By signing below, :

- I have checked the appropriate boxes above, am including a letter of explanation, and the appropriate documentation to support my request.
- I understand that I am able to submit one scholarship reinstatement request during the academic year at Northern Arizona University.
- I understand that the decision notification will be sent to my NAU email address.
- I understand that, if approved, I must maintain the required GPA and complete the appropriate number of credits to continue to receive the scholarship.
- I understand that Reinstatement Request submissions will be reviewed within 10-15 business days.
- I understand that waiting for an appeal decisions I am fully prepared to assume responsibility for all tuition, fees and other university charges, regardless of the reinstatement decision
- I understand that by submitting a Scholarship Reinstatement Request it does not guarantee approval.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved ☐ Denied</td>
<td>Date:</td>
</tr>
<tr>
<td>Initials________</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>