

**2023-2024
Tuition Scholarship Reinstatement Request**

A. Student Information		Term:
Student Name:	7-digit NAU ID Number:	Fall
Phone:	NAU E-mail:	Spring

Deadline to submit for evaluation: Fall: November 1 Spring: April 1

Instructions:

- **All requests require this completed form, a personal statement, and supporting documentation.**
- The personal statement should include the reason(s) you did not meet the scholarship renewal criteria and the documentation you submit should support your personal statement.
- Submit to scholarships@nau.edu or by the secure upload at nau.edu/OSFAdoc-upload

B. Reason for Reinstatement Request	
Check all reinstatement circumstances that apply and submit required supporting documents.	
Circumstances	Example Documentation
<input type="checkbox"/> Mental or Physical Illness or Injury: You, or a member of your family, suffered from a condition or incident that negatively affected your ability to participate in your studies.	<ul style="list-style-type: none"> • Signed and dated letter from a physician, therapist, or other health professional confirming the illness or injury • Police report
<input type="checkbox"/> Death of a Family Member or Significant Person: A member of your immediate family or an emotionally significant person in your life passed away.	<ul style="list-style-type: none"> • Signed and dated letter from a mental health professional assisting you with grief • Copy of a death certificate
<input type="checkbox"/> Work Schedule: Your previous work schedule hindered your ability to meet your scholarship requirements.	<ul style="list-style-type: none"> • Documentation from a supervisor regarding workload & how it will be changed in the future • Pay stubs
<input type="checkbox"/> Religious Mission: You began a religious mission that required you to be absent from school.	<ul style="list-style-type: none"> • Mission Certificate
<input type="checkbox"/> Major Life Event: You underwent a major life change or other personal circumstance that negatively impacted your ability to meet your scholarship requirements. Examples of this could be a divorce or the birth of a child.	<ul style="list-style-type: none"> • Separation agreement or divorce decree • Record of your child's birth • Any other documentation

C. Personal Statement *(required)*

Please attach a detailed explanation for the reason of your reinstatement request.

D. Agreement and Understanding

Please read and initial each item to verify that you understand and agree to the following:

- I am including the appropriate documentation that supports my request and understand requests submitted without supporting documentation may be denied.
- I am enrolled full-time in the term which I am seeking reinstatement.
- I can submit only one scholarship reinstatement request for my undergraduate career.
- Complete reinstatement requests will be reviewed within 25 business days.
- Submitting this request does not guarantee reinstatement approval.
- The decision notification will be sent to my NAU e-mail address.
- If this request is approved, I must meet all renewal criteria specific to my scholarship in all future terms to prevent further cancelation of my award.
- I am responsible for paying all tuition, fees, and other university charges.
- I understand that the decision made by the reinstatement committee is the final decision.

Student Certification: By signing below, I acknowledge that I have read and understand the information on this form. I certify that all information on and submitted with my request is true and correct. I will provide additional information if requested by the NAU Office of Scholarships and Financial Aid in a timely manner.

Typed, copied, or electronic signatures will not be accepted.

Student Signature: _____ **Date:** _____