

## Scholarship Renewal Appeal Form

To avoid processing delays, please write clearly and review your package before submitting it to ensure all relevant documents are included.

All scholarship applications and renewals are screened carefully by the King's Registrar's Office in accordance with the criteria set out by the individual awards and scholarships as well as the [King's Scholarships and Bursaries General Policies](#) set out in the Academic Calendar. Applicants who believe that they have been unjustly denied a scholarship due to an error in process, or who believe they deserve special consideration due to mitigating circumstances can appeal this decision.

**Appeals will be considered for the upcoming academic year only and must be submitted within 14 calendar days of the date of issue on the notification of scholarship or award decision.**

Please submit this form along with your complete appeal package to [awards@ukings.ca](mailto:awards@ukings.ca)

Please complete all fields below. Incomplete forms will not be considered.

### Name

Surname \_\_\_\_\_ Legal first name \_\_\_\_\_  
Middle name \_\_\_\_\_ Student number \_\_\_\_\_

### Contact information

Telephone (day) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_  
Email address \_\_\_\_\_

### Scholarship or Award Decision that you are appealing

Please indicate which scholarship decision(s) you are appealing and the reason(s) for consideration. You may attach a separate page if more space is needed.

Name of Scholarship

## Basis of Appeal

- I believe that there has been an error in processing my application
- believe that there were mitigating circumstances unknown at the time of evaluation  
Mitigating circumstances (check all that apply):

- Health-related circumstances - include the duration of your illness (start and end dates) in your Letter of Appeal
- Death of a family member  
Personal hardship that affected academic performance

## Mandatory information to include

- Letter of Appeal outlining the reasons for your appeal and reconsideration (found on next page)

Please check any additional information you are submitting:

- Medical notes
- Transcripts
- Letters of support
- Other, please explain: \_\_\_\_\_

I agree that any and all relevant information pertaining to my Scholarship Renewal Appeal is hereby included in this package.

I agree that any and all information pertaining to my Scholarship Renewal Appeal is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your appeal package within 14 calendar days of the date of issue on the notification of the Scholarship Renewal Letter. Appeals will be acknowledged in the order they are received. The Scholarship Committee will contact you if further information is required and once an appeal decision has been made.

We understand that this is a challenging time for you and we are working to provide you with a decision as soon as possible.

**Reason(s) for Reconsideration**

Please fill out the following text box with any information that you deem relevant related to the basis of your appeal that you feel King's should reconsider the decision of non-renewal of a scholarship.