

**The Dr. George W. Brumley, Jr.-Project GRAD Atlanta Scholarship Program
Scholarship Appeal Form**

A Brumley-GRAD Scholar who does not meet the renewal criteria for the Dr. George Brumley, Jr.-Project GRAD Atlanta Scholarship is given the opportunity to appeal based on mitigating circumstances beyond the Scholar's control. Mitigating circumstances do not include misunderstanding the scholarship policy.

To appeal, please submit a typed, business-formatted letter with supporting documentation attached, explaining in detail the reasons for your inability to meet the requirements as stated in the *Brumley-GRAD Scholarship's Policies and Procedures*, the steps you will take to improve future progress as well as all relevant documentation to support your appeal. Examples of documentation include:

- Medical documentation pertaining to the time period in question and indicating that the Scholar was unable to perform normal-school related duties
- Personal letter explaining relationship to an affected, immediate family member, details of health condition (if applicable), and how it affected the academic performance of the Scholar
- Documents from a counselor, therapist, social worker, or college personnel, related to emotional or family difficulties which affected Scholar performance
- Police reports of incidents in which the Scholar was a victim of a crime
- Documentation from a Scholar's employer explaining work-related difficulties

This Scholarship appeal process is applicable to the Dr. George W. Brumley, Jr.-Project GRAD Atlanta Scholarship, and does not apply to other scholarships administered by Project GRAD Atlanta (e.g. Hawks, Court TV, etc.). Scholarship appeals will be reviewed and decided upon by the Project GRAD Atlanta Scholarship Appeal Committee. All Scholars will be notified of their appeal decision via email and postal mail. Please note that mitigating circumstances do not guarantee approval of the scholarship appeal.

Name: _____ Social Security Number: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Phone: _____

Email #1: _____ Email #2: _____

College/University: _____ Classification: _____

High School Name and Graduation Year: _____

Appeal Term and Year _____/_____

The Appeal Process

- Returned this signed form along with a business-formatted letter and applicable supporting documentation to: Attn: Scholarship Appeals Committee, Project GRAD Atlanta, 260 Peachtree Street, Suite 402, Atlanta, GA, 30303 by the deadline denoted in the Policy.
- The Project GRAD Atlanta Scholarship Appeal Committee will check appeals to be certain that all information is detailed and substantial enough to undergo the review process
- The Project GRAD Atlanta Scholarship Appeal Committee will review appeals and will notify Scholars via email and postal mail of the Appeal Committee Decision
- If a Scholar is *conditionally approved*, he/she must meet the stipulations, outlined within the decision letter, by the Scholar's assigned deadline or the Scholar's appeal status automatically becomes a *denial*

Signature _____ Date: _____