

(UGSPET) Undergraduate Scholarship Petition

2024-2025

University of South Florida

Office of Financial Aid • 4202 East Fowler Avenue, SVC 1102 • Tampa, Florida 33620-6960

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Student's Name: _____

USF ID: U _____

Date of Birth: _____ / _____ / _____
Month Day Year

IMPORTANT: This form must be completed (including any attachments) and submitted by **November 1, 2024**. Petitions may be submitted to the Office of Financial Aid or in Student Self-Service. You will need to contact the Office of Financial Aid (<https://www.usf.edu/financial-aid/questions/>) to request the link to upload the petition in Student Self-Service.

Instructions:

A petition may be filed if you have a documented illness, emergency, or other extenuating circumstances beyond your control that prohibited you from meeting the renewal requirements. Attach all required information listed below, and submit all documents at the same time. The petition **must not exceed 20 pages** and documentation must present a clear connection between extenuating circumstances and your academic performance. Documentation should be concise and do not include pictures, x-rays, or other visual documents.

Do not submit originals or your only copy of documentation, because the documentation is destroyed after it is imaged. Be sure your name and USF ID number are at the top of each page you submit.

1. Provide a concise, **typewritten** statement, in your own words, which provides a clear summary of the extenuating circumstances for each semester that prevented you from meeting your scholarship requirements (state the semester and year; example, fall 2023).

Be sure you clearly state:

- What happened and when (date specific by month and year) during that semester?
- How did it affect your academic performance that term?
- If you attended multiple terms with an ongoing or unresolved extenuating circumstance, briefly explain why you continued to enroll without adjusting your course load or sitting out a term.
- Explain what has changed, or the steps you have taken, that should now result in you earning all credits attempted for future semesters.
- Explain why you were unable to make up the credit hours or GPA in summer 2024.

2. Attach official documentation for each circumstance and semester during the renewal period. Documentation must be legible and attached to the petition. We do not make telephone calls for documentation. Documentation may include, but is not limited to, one or more of the following:
 - A signed statement on official letterhead from a medical professional stating the circumstances and the dates that you were unable to attend classes, and the impact of an illness/emergency on your academic performance for the renewal period.
 - An official report of an occurrence beyond your control such as a police report, or an insurance damage report.
 - A signed statement from a parent or other relative describing a family emergency that required your attention and the dates this occurred. This **must be** accompanied by other separate, and official, documentation.
3. Submit all parts of your petition together; petitions that have incomplete or unclear information, or that have missing documentation, will not be approved.

The Review Process:

Petitions are reviewed in the order received, within 15 business days. Petitions received at the start of the semester, when volume is heavier, may take longer. You will be sent a written notice of the decision.

I have read and understand the petition process and the instructions stated above. My attached petition provides all required information.

Signature: _____ Date: _____

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