Request for Waiver of Scholarship Requirements or Exception

Students who wish to appeal any scholarship requirements can complete a Request for a Waiver of Scholarship Requirements or Exception using this form. A student must complete this form in its entirety and submit it to the Student Success Coordinator in Room 10 or mysuccess@pine.edu with supporting documentation identifying the need for the waiver of requirement or exception. Once a request is submitted it will be submitted for review by the authorities of the scholarship funding source and a decision will be made. Students will be notified in writing of the decision within 15 business days of submission.

**STEP 1: Complete the following:**

- **Name:**  
- **E-Mail Address:**  
- **Student ID #:**  
- **Phone Number:**  
- **Program Major:**  
- **Scholarship Awarded:** Frandsen, PCCI, Kick Start

Please indicate the requirement(s) you wish to have waived or the reason for an exception request. It is highly recommended that you provide additional supporting documentation whenever possible.

- ☐ Reduced number of credits required
- ☐ Success Strategies class substitution or elimination
- ☐ Cumulative Grade Point Average of 2.0 or higher
- ☐ Course completion rate above 67%
- ☐ Stipend reimbursement outside of 2 weeks at start of semester
- ☐ Consortium Agreement reimbursement to take class at a different institution *(student must submit invoice from other institution for reimbursement and is responsible for paying outstanding invoice)*
- ☐ Summer Classes
- ☐ Scholarship Extension
- ☐ Start in a semester other than the 1st semester after high school graduation
- ☐ FAFSA requirement
- ☐ Major requirement
- ☐ Other *(please specify)*: ____________________________________________________________

**STEP 2: Write a well thought out and detailed letter of explanation for the following:**

1. Why you are requesting the waiver or exception.
2. What the waiver or exception means for your education including what might happen if it is not granted.

**Step 3: Attach this completed and signed form to the letter drafted and submit for review.**

- **Student Signature:**  
- **Date:**  

If you need assistance completing this form, please contact mysuccess@pine.edu.