

**DUAL ENROLLMENT**

Dual Enrollment Scholarship opportunities are available to students who have participated in the Embry-Riddle Dual Enrollment Program and are going to attend the Embry-Riddle Aeronautical University Worldwide Campus for the 2018-19 Academic Year.

Due to the limited number of available scholarships, we are unable to award scholarship funding to all of our applicants. If a student has been denied a scholarship award, we encourage them to submit an appeal request. If there are extenuating circumstances, a student is welcome to provide a letter of explanation, including any documentation necessary to support their request.

**Deadlines:**

All requests must be submitted to the [Dual Enrollment Office](#) via email by **July 1<sup>st</sup>, 2020**. Upon receipt, the Dual Enrollment Scholarship Committee will evaluate the Appeal Form and all supporting documentation. A final decision will be made by **July 15<sup>th</sup>, 2020**. Notifications will be sent via email to the student ERAU email address.

**Please Note:** Appeal requests will be reviewed once per academic year. A re-appeal for the same request will not be accepted. Not all appeals are approved, and submitting a completed appeal packet does not guarantee approval. Incomplete submissions will not be reviewed.

**Appeal Instructions:**

Read and follow all instructions carefully before submitting your Appeal Form.

1. Review the [Dual Enrollment Scholarship Policy](#).
2. Please print and complete each section of the Appeal Form.
3. Complete a Statement of Extenuating Circumstances and provide any related documentation, as necessary to support the appeal.
4. Submit the completed Appeal Form and Statement of Extenuating Circumstances, along with all other necessary documentation to the [Dual Enrollment Office](#) via email.

**APPLICANT INFORMATION**

Name:		ERAU Student ID:	
Scholarship Applied for:	<input type="checkbox"/> Chancellor's Award	<input type="checkbox"/> Vice Chancellor's Award	
Address:			
City:	State:	Zip:	
Phone:	ERAU Email:		

## APPEAL PACKET

To be considered for an appeal, you are required to submit the following items;

1. Completed Dual Enrollment Scholarship Appeal Form.
2. A personal statement. Your statement must be typed and submitted along with any additional documentation needed to support your request. Statements should include;
  - a. What extenuating circumstances may have kept you from meeting Embry-Riddle's scholarship requirements?
  - b. How have these circumstances changed to allow for your success at Embry-Riddle?
  - c. Why do you want to attend Embry-Riddle, and what do you plan to study?
  - d. What other factors indicate you will be a successful student?
3. Include two (2) letters of academic reference from individuals who can support your academic potential. Letters from teachers and professors are preferred, but one letter can be from counselors, advisors, clergy, or employers.
4. Include two (2) letters of academic reference from individuals who can support your academic potential. Letters from teachers and professors are preferred, but one letter can be from counselors, advisors, clergy, or employers.

### What is an Extenuating Circumstance?

Extenuating circumstances include any life-altering event or condition that was beyond your control, which had a direct impact on your academic record. Examples may include serious illness or medical condition, natural disaster, catastrophic event, loss of an immediate family member, change in family circumstances, or military deployment.

### What is considered to be Supporting Documentation?

Supporting documentation should reinforce any and all extenuating circumstances that you note within the petition documents. For example, if you cite a medical condition, which affected your junior year grades, you should provide documentation from a medical source that confirms the time frame of the condition and its impact your academic performance.

## CERTIFICATION STATEMENT

By signing below, you are certifying that all statements and information listed on your appeal request and additional documents are truthful and accurate to the best of your knowledge and belief. You understand that the submission of this appeal request in no way guarantees that you will be awarded a Dual Enrollment Scholarship. In certain cases, the Dual Enrollment Office may waive the requirement of supporting documentation.

If awarded a Dual Enrollment Scholarship, I understand that I must meet the award criteria and standards of academic progress as listed in the Dual Enrollment Scholarship Policy. I certify that I have read the Dual Enrollment Scholarship Policy before submitting my appeal request.

Signature of Applicant:	Date:
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