



## Tuition/Fee Exemptions Appeal Form

Office Use Only  
WAPPL#

**NOTE:** *This appeal is separate from any Academic or Financial Aid appeal that may also be required.*

**Student Name:**

**LU Student ID:**

### SECTION A: Appeal Information, Timeline, Due Dates, and Notifications

#### APPEAL INFORMATION:

SB 1210 requires that students receiving certain tuition and fee exemptions meet academic progress standards in order to begin or continue receiving the benefits. These standards are:

1. The student must meet the GPA requirement of the school's financial aid office – 2.0 or better for undergraduates and a 3.0 or better for graduates at Lamar University.
2. The student may not have received hours that are considered to be "excessive." Excessive Hours means that a student has attempted 30 or more hours beyond what is required for his or her primary degree, even if the student is a double major, has a minor, or has previously changed majors.

SB 1210 allows for a student not meeting the required academic progress standards to appeal for the following circumstances:

- A showing of a severe illness or other debilitating condition that could affect the student's academic performance.
- An indication that the student is responsible for the care of a sick, injured, or needy person and that the student's provision of care could affect the student's academic performance.
- The student's active duty or other service on the United States Armed Forces.
- Other circumstances beyond the control of the student.

**TIMELINE:** Appeals are reviewed within 7 to 10 business days. During peak times the review time may be longer.

**DUE DATES:** Appeals are due by the 12<sup>th</sup> Class Day for Fall/Spring semesters and the 4<sup>th</sup> Class Day for the Summer semester. Mini-semester appeals are due the last business day before the class begins. **You are responsible for making payment arrangements with Cashiering to ensure you are not dropped for nonpayment.**

**NOTIFICATIONS:** Notifications regarding appeals will ONLY be sent to your Lamar University Student Email Account. Please ensure you check this email account regularly.

### SECTION B: Steps to Completing the Exemption Appeal Process

In order for your appeal to be reviewed, you will need to complete the following steps:

1. Review, complete, and sign this appeal form in its entirety, based on the following:
  - a. Complete Pages One and Two if you are not meeting the GPA Requirement.
  - b. Complete Pages One, Two, and Three if you have exceeded your degree plan by 30 or more hours.
2. Attach a **TYPED** letter of appeal that thoroughly explains the circumstances that prevented you from meeting the GPA requirements for the tuition/fee exemption or that prevented you from graduating within the allowable time frame. Please also explain the steps you are taking to improve your academic progress.
3. Attach documentation that backs up the circumstances explained above. **Appeals without documentation will not be reviewed.** Documentation includes anything that you feel helps to support the circumstances explained in your appeal, including but not limited to doctor's notes, obituaries, DD214 forms, etc.
4. Submit this form, your appeal letter, and documentation back to the Office of Scholarships and Financial Aid.

PLEASE CONTINUE TO NEXT PAGE



Student Name:

LU Student ID:

### SECTION C: Conditions for Appeal Approvals

The following conditions below will apply **IF** your exemption appeal is approved. You will remain on probation until you meet the required GPA for your exemption **or** if you have Excessive Hours (30 or more over your degree plan as an undergraduate) then you will remain on probation until you graduate. You must review each condition item listed below. **If you do not understand any of the appeal condition requirements please contact our office.**

★ **GPA APPEAL CONDITIONS: Review each of the following requirements:**

- You must earn a semester-only GPA of 2.25 or better each semester while under appeal conditions.
- Your grades will be reviewed at the end of each semester to ensure you have met all appeal approval conditions.
- Earning a grade of U, Q, QL, F, NG, I, or W will break this appeal conditions agreement.
- If you do not meet the appeal approval conditions your exemption will not be applied for future semesters.
- You must continue to meet the appeal approval conditions each following semester you are enrolled until you are meeting the requirements of Texas Senate Bill 1210.
- Please review the text of Texas Senate Bill 1210 at [www.capitol.state.tx.us/BillLookup/Text.aspx?LegSess=83R&Bill=SB1210](http://www.capitol.state.tx.us/BillLookup/Text.aspx?LegSess=83R&Bill=SB1210).
- Your exemption may be denied if you do not meet all appeal approval conditions. If your exemption is denied you will have an opportunity to regain eligibility by completing at least 6 hours of academic enrollment required for your degree over a long semester at Lamar University with a semester GPA of 2.25 or better for undergraduates or 3.25 for graduates. If more than 6 hours are taken, all credit hours must be completed with a passing grade. Once these conditions are met, you must notify the Financial Assistance office in writing to have your exemption eligibility reviewed.

★ **EXCESSIVE HOURS APPEAL CONDITIONS: Review each of the following requirements:**

- In order to meet appeal conditions you must enroll in the courses listed on the following page that your advisor certified as being required towards your degree. Enrolling in courses outside of your primary degree plan may result in your exemption being removed.
- You must earn a grade that is acceptable for your degree plan in all courses of enrollment. Typically this means you must earn a grade A, B, C, or S. Earning a grade other than these will violate your appeal conditions.
- Your grades will be reviewed at the end of each semester to ensure you have met all appeal approval conditions.
- Earning a grade of D, F, U, Q, QL, NG, I or W will break appeal approval conditions and any future waiver/exemption will be denied.
- If you do not meet all probation agreement conditions your waiver/exemption will not be applied for future semesters.
- You must continue to meet appeal approval conditions each following semester of enrollment until you are meeting the academic requirements of Texas Senate Bill 1210.
- Please review the text of Texas Senate Bill 1210 at [www.capitol.state.tx.us/BillLookup/Text.aspx?LegSess=83R&Bill=SB1210](http://www.capitol.state.tx.us/BillLookup/Text.aspx?LegSess=83R&Bill=SB1210).
- Once you graduate with your Undergraduate degree then you will regain eligibility for your exemption, as long as you are meeting the GPA requirements and all other eligibility requirements for the exemption.
- Your exemption may be denied if you do not meet all appeal approval conditions.

### SECTION D: Certification and signature – PLEASE SIGN AND DATE BELOW

I certify that I understand and agree to the conditions of this appeal. I certify that I have reviewed this appeal document and that I have attached to this completed appeal form both a letter of appeal explaining the circumstances regarding my situation and documentation that supports the circumstances explained in my letter of appeal. I understand that failure to meet the appeal conditions may result in the cancellation of my tuition/fee exemption.

STUDENT'S SIGNATURE

DATE

PHONE NUMBER

PLEASE CONTINUE TO NEXT PAGE



**Student Name:** \_\_\_\_\_

**LU Student ID:** \_\_\_\_\_

**SECTION E: Remaining Required Coursework\***

**Excessive Hours Remaining Coursework**

***\*ONLY complete table this if you have exceeded your degree plan by 30 or more hours and the Excessive Hours condition applies to you as an undergraduate***

Your academic advisor must fill out the following degree plan or courses that are LEFT for you to complete. Be advised – if your waiver/exemption appeal is approved, only the courses listed on this plan will be funded. Any other courses (i.e. leveling courses, courses taken to improve GPA, courses taken for personal gain) will not be exempted from tuition/fees and you will violate the terms of your appeal.

**Expected Graduation Date:** \_\_\_\_\_

Course # and Name	SEMESTER Intended	Course # and Name	SEMESTER Intended
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	

**Advisors Name:** \_\_\_\_\_ **Date of completion:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

**Additional Information/Explanation if Necessary:**