

University of Memphis
Scholarship Office



Academic Scholarship Extension Form (E)

Instructions for completion (Please read all of the instructions on this page)

Complete the information below and return to the Scholarship Office, 107 Wilder Tower. You will be notified by e-mail once a decision has been made regarding your extension. Remember, extension decisions are made at the end of the semester in which they are submitted (i.e. once grades are posted and reviewed). Therefore, you will be notified in January about extension requests submitted for the upcoming Spring semester and in July about extension requests submitted for the upcoming Fall semester. Please make arrangements to pay your fees by published deadlines as the decision on this request may be after that time. There is no guarantee that any extension request will be approved so please plan accordingly. **You may submit this form for Spring 2010 from October 5, 2009 – January 4, 2010.**

Name _____ Date Submitted _____
Last First Middle

U ID Number _____ Phone Number _____

Mailing Address _____
Street City State Zip Code

* E-mail Address (Required) _____

*NOTE: You will be notified by e-mail regarding the extension request decision.

For what semester(s) are you requesting an extension? (Circle) Fall 2009 Spring 2010

Have you completed your scholarship service hours for the past year? (Circle) Yes No

For what scholarship are you requesting an extension? _____

What is your cumulative grade point average? _____

To submit an extension request, **you must** provide the following information and staple it to this form:

1. Attach a detailed letter that is **typed** explaining your petition for one additional semester on scholarship.
2. Enclose copies of any supporting documentation (i.e. advisor or faculty letters). **Do not enclose any grade reports.** The committee will be provided this information from the Scholarship Office.

I certify that all of the above statements and attached documentation are true and accurate. I understand that the submission of this application does **NOT** guarantee approval and that I am responsible for meeting all tuition and fee deadlines. By signing this form, I am granting consent for this extension request to be presented to the Scholarship Appeals Committee. All student information provided to the committee remains confidential and will not be shared except for the purpose of rendering a decision on this scholarship extension request.

Student Signature: _____ Date: _____

For Office Use Only:	Appeal Decision: _____ Approved _____ Denied _____	For Fall _____	Spring _____
	Signature of IRP Official: _____	Date _____	
	Comments: _____		
