Hardship Policy & Procedure - Top 10% Scholarship

Hardship Provisions

The institution will determine if the student qualifies for further funding under the hardship provision. In the event of a hardship or for other good cause as determined by the institution, an otherwise eligible student may be allowed to receive a renewal award while the student’s GPA, completion rate, or number of completed hours falls below the eligibility requirements. Such conditions may include, but are not limited to:

- A severe illness or other debilitating condition that may affect the student’s performance,

- An indication that the student is responsible for the care of a sick, injured, or needy person and the provision of care is affecting the student’s performance, or

- Fewer than twelve hours to complete the student’s degree plan (applicable if the student is transferring from a 2-year institution to a 4-year institution after receiving an associate’s degree).

The student will complete the university’s Texas Top 10% Hardship Appeal Form and return it to the university no later than September 1st of the current school year. No forms returned after September 1st will be considered. The appeal process does not guarantee that the appeal will be approved. The program coordinator will review all statements of appeal, supporting documentation and academic records. All appeal decisions are final and re-appeals for the same academic year will not be reviewed.

A hardship provision may not be granted to allow an award for less than full time enrollment or for an extension of the four-year award limitation. However, a hardship provision may be granted to allow for a break within the four-year award period, extending the period of time for the four awards.

Documentation justifying the break extending the student’s eligibility beyond the original four-year time period will be kept in the student’s record. The institution will identify students who are granted an extension and the length of the extension so that each student’s period of eligibility can be monitored. All hardship decisions will be documented in the student’s record.