

**HOPE and Zell Miller Programs
Exception Request**

In exceptional cases, the Georgia Student Finance Commission (GSFC) Board of Commissioners (Board) may waive a specific regulation of the HOPE or Zell Miller Program for a recipient who meets certain criteria. The Board has sole discretion to grant an exception based on the circumstances documented by a student who is requesting the exception. No student has a right to an award under any of these circumstances. Rather, the Board reviews the circumstances to determine if a student should receive scholarship or grant payment despite not having fulfilled the regulatory requirements for receiving the award. The complete guidelines for exception requests can be found online in the program [regulations](#).

Exceptions may be granted for extenuating circumstances such as serious injury, serious illness, psychiatric disorder, death of an immediate family member, to provide temporary care for an immediate family member, requirement to report for active duty military service outside the state of Georgia or reaching a scholarship checkpoint without achieving a GPA. *In no case shall a student's grades be forgiven or altered by the GSFC Board of Commissioners as part of this exception process.*

In cases where a serious illness, serious injury or psychiatric disorder is the basis for an exception request, such illness, injury or psychiatric disorder must have been sustained, diagnosed, or treated within the six (6) months immediately preceding the student's official date of withdrawal from the academic term for which the exception is being requested.

In cases where the death of an immediate family member is the basis for the exception request, the death of such family member must have occurred within the six 6 months immediately preceding the student's official date of withdrawal from the academic term for which the exception is being requested.

In cases where active-duty military service is the basis for the exception request, such service must have begun during the term of withdrawal.

The Board's decision to approve or deny an exception request is final and cannot be appealed. In order for an exception to be considered, a student who withdrew completely from a term and lost eligibility at a Checkpoint must submit a written request for an Exception no later than the last day of the term of re-enrollment. A student who previously withdrew completely from a term but did not lose eligibility and is reaching the Attempted-Hours or Paid-Hours limit, must submit a written request for an Exception during the term in which the student has reached or is within 15 hours of at the Attempted-Hours and/or Paid-Hours Limit. All required documentation (see Attachment A) must be provided at the time of submission. Incomplete requests will not be considered by the Board and may result in an automatic denial.

The Board will review exception requests at its regularly scheduled quarterly meetings. *Each individual scholarship or grant recipient is limited to one exception, as granted by the Board of Commissioners, and such exception shall only apply to one school term.* The student will be notified of the Board's determination within seven (7) business days of the meeting.

Submit all documents as a single electronic file in one of the acceptable formats by signing in to your GAfutures account, clicking "Document Upload", and selecting "Exception Request - HOPE/Zell Miller Scholarship" from the drop-down list. (Acceptable file types: pdf, jpeg, png, bmp, tif, tiff).

**HOPE and Zell Miller Programs
Exception Request**

Complete and sign this form and submit it with all documents listed in Attachment A. Omission of documentation or incomplete requests may not be considered by the GSFC Board of Commissioners and may result in an automatic denial. All required documentation must be provided at the time of submission.

Please Print

Student's Name (First MI Last) _____

Address _____

City, State, Zip _____

Email _____ Phone _____

Name of institution currently attending _____

Name of institution attended during term of withdrawal _____

School term from which you withdrew _____

Reason for Loss of Scholarship (check all that apply)

_____ 0.00 Grade Point Average (GPA) at a Scholarship Checkpoint, 3.0/3.3 GPA after 12 additional hours

_____ Less than 3.0/3.3 GPA at a Scholarship Checkpoint due to complete withdrawal from courses because of extenuating circumstances

_____ Exceeded Attempted-Hours or Paid-Hours Limit due to complete withdrawal from courses because of extenuating circumstances

Extenuating Circumstance Requiring Withdrawal from Course(s)

_____ Withdrawal from a term due to serious illness, serious injury or treatment for psychiatric disorder

_____ Withdrawal from a term due to the death of an immediate family member

_____ Withdrawal from a term to care for an immediate family member

_____ Withdrawal from a term to report for active duty military service outside the state of Georgia

I certify that the information reported above, and on any other document or writing in connection with this request for consideration of an exception to the regulations of the HOPE and Zell Miller Scholarship Programs is or true, correct and complete to the best of my knowledge. I also certify that the underlying cause for or basis of this request for an exception is not attributed to any criminal act committed by me that resulted in either a conviction or a plea of guilty or nolo contendere by me. I authorize use of the information on this form by the Georgia Student Finance Commission in the determination of my eligibility for an exception to the HOPE and Zell Miller Scholarship Program regulations. I hereby authorize release and exchange of information between the Georgia Student Finance Commission and educational institutions from which student financial assistance is sought or obtained by me, and agree that such information exchanged may include financial, enrollment, academic status and legal residency information necessary to ensure proper administration of student aid programs by state, federal, and institutional program administrators.

Student's Signature

Print Name

Student's Social Security Number and date of birth

Select One

The information reported in My College HOPE Profile at GAFutures.org accurately reflects my official college transcript(s).

I have included official transcripts from all colleges attended with this request.

**HOPE and Zell Miller Programs
Exception Request
Required Documentation
(Attachment A)**

The following is the minimum documentation that must be submitted for a request to be considered.

If you cannot confirm that the information reported in *My College HOPE Profile* at GAfutures accurately reflects your official college transcript(s), you must submit an official transcript(s) from all colleges attended in addition to the required documents listed below.

Exception based on *complete* withdrawal due to serious illness, serious injury, or psychiatric disorder

- Completed Exception Request form
- Signed letter from the student giving a full explanation of the circumstances for which an exception is being requested.
- Documentation from physician(s) and/or psychologist(s), providing the following information
 - Diagnosis;
 - Date(s) of diagnosis; and
 - Date of dismissal or prognosis if the student remains under the physician's care for this diagnosis.
- If you were the victim of a crime related to injury, provide a copy of the police report.
- Official college transcripts from all colleges attended if the student cannot confirm *My College HOPE Profile* information *
- Institutional statement if partial withdrawal was compulsory **

Exception based on *complete* withdrawal due to death of an immediate family member

- Completed Exception Request form
- Signed letter from the student
- Copy of death certificate applicable to term of withdrawal
- Official college transcripts from all college attended if the student cannot confirm *My College HOPE Profile* information *

Exception based on *complete* withdrawal to provide temporary care of a immediate family member

- Completed Exception Request form
- Signed letter from the student
- Documented official statement of student as sole provider of care to an immediate family member applicable to term of withdrawal
- Official college transcripts from all college attended if the student cannot confirm *My College HOPE Profile* information *

Exception based on *complete* withdrawal for active duty military service

- Completed Exception Request form
- Copy of official military orders applicable to term of withdrawal
- Official college transcripts from all college attended if the student cannot confirm *My College HOPE Profile* information *

* If you cannot confirm that the information reported in *My College HOPE Profile* at GAfutures accurately reflects your official college transcript(s), you must submit official transcripts from all colleges attended.

** If the institution required the student to withdraw from some, but not all courses, the student must also submit a written statement from an institutional official stating the circumstances of the partial withdrawal