

## Fifth-Year Merit Scholarship Continuation Request

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This form is for **University of Lynchburg undergraduate students** who require a fifth year of study to complete their first bachelor's degree and wish to request the continuation of their **original merit-based scholarship** for that fifth year.

**Note:** Continuation is not guaranteed and is subject to review of academic standing, remaining degree requirements, and fund availability.

### Student Information

- Full Legal Name: \_\_\_\_\_
- Student ID: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Major(s) and Minor(s): \_\_\_\_\_
- Expected Original Graduation Date (Month/Year): \_\_\_\_\_
- Requested Fifth-Year Continuation Semester/Year (e.g., Fall 2026): \_\_\_\_\_

### Scholarship and Academic Status

- Name of Merit Scholarship (e.g., Presidential, Dean's, Founder's): \_\_\_\_\_
- Current Cumulative GPA: \_\_\_\_\_
- Are you currently meeting the scholarship's stated renewal criteria (e.g., GPA, full-time enrollment)? Circle one
  - Yes
  - No (If no, please explain below in the justification section)

### Justification for Fifth-Year Request

Please provide a detailed explanation outlining the circumstances that necessitate a fifth year of undergraduate study. Include details about remaining requirements and any relevant academic history.

- Reason for Fifth Year (Circle all that apply):
  - Double Major/Dual Degree Requirements
  - Change of Major/Course of Study
  - Required Internship/Clinical/Student Teaching (Specify: \_\_\_\_\_)
  - Reduced Course Load (Specify semesters/reason: \_\_\_\_\_)
  - Approved Leave of Absence/Withdrawal (Specify dates/reason: \_\_\_\_\_)
  - Other (Please explain fully below)

- **Detailed Explanation (Required - use additional pages if necessary):**

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- **Number of Credits Remaining to Graduate:** \_\_\_\_\_
- **Attach a current copy of your Degree Audit or Course Plan showing your remaining requirements.**

**Certification and Signature**

I certify that the information provided above is true and accurate. I understand that my merit scholarship continuation for a fifth year is not guaranteed and is contingent upon maintaining satisfactory academic progress, meeting the scholarship's renewal criteria, and the approval of the Financial Aid Office and/or the Office of Academic Affairs. I agree to use the fifth year to complete my first bachelor's degree.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

Reviewer	Date	Decision (Approved/Denied)	Notes/Conditions
<b>Financial Aid Office</b>		<ul style="list-style-type: none"> <li>▪ Approved</li> <li>▪ Denied</li> </ul>	
<b>Academic Affairs Office</b>  (Not required in all cases)		<ul style="list-style-type: none"> <li>▪ Approved</li> <li>▪ Denied</li> </ul>	

**Final Approver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Instructions for Fifth-Year Merit Scholarship Continuation Request

These instructions are intended for University of Lynchburg undergraduate students requesting the continuation of their original merit scholarship for a fifth year of study to complete their first bachelor's degree.

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### Part 1: Preparation Checklist

Before submitting your request, ensure you have gathered the following necessary information and documentation:

- **Review Your Scholarship Requirements:** Confirm the specific name and renewal criteria (e.g., minimum GPA, full-time enrollment requirements) of your merit scholarship.
  - **Complete the Form:** Fill out all sections of the "University of Lynchburg: Fifth-Year Merit Scholarship Continuation Request" form completely and accurately.
  - **Prepare Your Justification:** The Detailed Explanation section is critical. Clearly articulate why a fifth year is necessary to complete your degree. Attach a separate sheet if the space provided is insufficient.
  - **Obtain Academic Documentation:** You must attach a current copy of your official Degree Audit (or a detailed course plan signed by your academic advisor) showing all remaining requirements for graduation.
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### Part 2: Submission Process

Follow these steps to ensure your request is submitted to the correct offices for review:

1. **Meet with Your Academic Advisor:** While this is not always a requirement, we highly recommend that you do this to layout your fifth-year plan with your academic advisor. They should review your remaining courses and concur with the necessity of the extra year.
2. **Submit the Complete Packet:** Once the form is filled out and signed, and all required documentation (Degree Audit, supporting explanation) is attached, submit the entire packet to the Office of Financial Aid.
  - **In-Person Submission:** University of Lynchburg Solutions Center (Drysdale Student Center, 2<sup>nd</sup> floor)
  - **Upload Submission:** Scan the fully completed and signed form with all attachments into a single PDF file and upload it to our secure Dropbox <https://public.lynchburg.edu/filedrop>

### Part 3: Review and Decision

- **Review Process:** Your request will be reviewed by the Office of Financial Aid to confirm eligibility and in some cases the Office of Academic Affairs to verify degree completion timeline is on track.
- **Timeline:** You can typically expect a decision within 4-6 weeks after the submission of a complete application packet.
- **Notification:** You will be officially notified of the decision regarding your scholarship continuation via your official University of Lynchburg email address.
- **Contingency:** Continuation is granted on a case-by-case basis and is subject to fund availability and your continued compliance with all scholarship renewal standards.

**Deadline:** We will only review these requests each semester until the end of your program's add/drop period. After that time, we will not accept your request for the current semester.