

University Scholarship Policy Scholarship Hold Policy



An academic, departmental/performance, other, restricted, and international scholarship may be placed on hold if a student is unable to attend the University due to medical reasons, military deployment, religious/humanitarian service, or educational purposes, provided that the following criteria is met and the request is approved by the scholarship committee.

Medical Hold - A medical hold can be requested if a student or student's immediate family member has a medical condition, that on the basis of a licensed physician's, advanced practice nurse's, or licensed mental health professional's good-faith judgment, necessitates that the student or the student's immediate family member be hospitalized or receive outpatient medical care until released by the attending physician. The student must provide medical records and a letter from a licensed physician, advanced practice nurse, or licensed mental health professional explaining why the student should not attend the University. The hold may be granted for one semester, but may be extended an additional semester with proper documentation.

Military Hold - A military hold can be requested if the student is a member of the Armed Forces and is called to active duty. The student must include documentation of military orders. The hold may be granted for the duration of the military orders.

Religious/Humanitarian Hold - A religious/humanitarian hold can be requested if the student plans to serve in a national or international humanitarian project sponsored by a non-profit corporation organized with a charitable, educational, or religious purpose. The student must provide a letter of acceptance into the program and a letter from their religious leader or director of humanitarian project on official letterhead. The hold may be granted for one semester, but may be extended with proper documentation. The student may be granted one religious/humanitarian hold for the duration of their scholarship.

Educational Hold - An educational hold can be requested if the student plans to pursue an opportunity to support their course of study. The student must provide two individual letters from separate UCA full-time faculty members (from the department of the student's course of study) on how this specific experience will enhance the student's education in their selected course of study. A first-time undergraduate student must provide a letter from the program as well as a letter from one or more of the following: recommending sponsor, mentor, High School counselor and/or High School faculty member. The student must explain how this will help in their future education experience. The hold may be granted for one semester, but may be extended an additional semester with proper documentation. The student may be granted one educational hold for the duration of their scholarship.

- Student must complete and submit the exception/hold request form prior to the University disbursement date of the term requesting a hold. If any scholarship funds have been disbursed, the student should request an exception instead of a hold.
- Student must provide a written statement in addition to their support documentation.



- Student may not attend an institution for traditional education pursuits during the time of hold or their scholarship will be forfeited.
- It is the student's responsibility to contact the Office of Student Financial Aid upon their return to reinstate their scholarship and/or provide documentation supporting the length of their hold. If the student does not return to the University upon the end of the hold period and/or contact the Office of Student Financial Aid, the scholarship will be forfeited.
- If a student has been granted an administrative withdrawal, they are required to fill out a hold request in order for a hold to be considered for their scholarship.