

13GEM SPORTING

Scholarship Appeal/Reconsideration Policy & Request Form

Policy/Form Number: SOP-017

Version: 1.2

Related Program: 13GEM Sporting Scholarship Opportunity Program

Document Type: Policy & Family-Facing Request Form

Effective Date: 9/12/2026

Submission Instructions

Once your application is complete, email the completed application and any requested supporting documentation to sports@13gem.org.

PART I — POLICY

1. Purpose

13GEM Sporting recognizes that Scholarship Opportunity Program determinations may occasionally involve:

- Incorrect information;
- Mathematical errors;
- Misapplication of policy;
- Overlooked information;
- Documentation misunderstandings;
- Conflict-of-interest concerns; or
- Other material administrative errors.

This policy establishes a fair and consistent process through which an applicant may request reconsideration of a Scholarship Opportunity Program determination.

2. Governing Principle

The purpose of reconsideration is:

To identify and correct a material error that may have affected a Scholarship Opportunity Program determination.

Reconsideration is **not** a process for negotiating a different scholarship percentage or requesting an exception from the established Scholarship Sliding Scale.

3. Decisions Subject to Reconsideration

A family may request reconsideration of a determination involving:

- Standard Scholarship eligibility;

- Hardship Scholarship eligibility;
- Annual Standard Scholarship Renewal;
- Hardship Scholarship Renewal;
- Household size;
- Countable household income;
- Hardship qualification;
- FPL calculation;
- Scholarship percentage;
- Documentation sufficiency; or
- Another substantive Scholarship Opportunity Program determination.

4. Matters Not Ordinarily Subject to Reconsideration

Reconsideration is not ordinarily available merely because:

- A family would prefer a larger scholarship;
- The remaining tuition is difficult to afford;
- The family disagrees with the established Scholarship Sliding Scale;
- The family prefers a different policy;
- A program is full;
- A roster position is unavailable;
- A child was not selected for a team;
- Scholarship resources are unavailable despite otherwise established financial eligibility; or
- The family wishes to combine a Scholarship with registration discounts contrary to established policy.

These matters may be governed by other 13GEM Sporting policies or administrative processes.

PART II — RECONSIDERATION DEADLINE

5. Fourteen-Calendar-Day Period

A request for reconsideration should generally be submitted within:

14 calendar days after the written scholarship determination.

The 14-day period begins on the date the written determination is communicated to the applicant.

6. Calendar Days

The reconsideration period is measured in **calendar days**, not business days.

Weekends and holidays are included.

7. Late Requests

A request submitted after the 14-calendar-day period may be considered when reasonable circumstances justify the delay.

Acceptance of a late request is not automatic.

8. Examples of Reasonable Circumstances

Depending upon the circumstances, reasonable grounds for accepting a late request may include:

- Serious illness or injury;
- Family emergency;
- Documented communication or delivery problems;
- Circumstances substantially preventing the applicant from responding;
- A material administrative error discovered after the deadline; or
- Another reasonable circumstance determined by 13GEM Sporting.

9. No Automatic Extension

Difficulty deciding whether to request reconsideration, disagreement with the result alone, or simply overlooking the deadline does not automatically require an extension.

PART III — GROUNDS FOR RECONSIDERATION

10. Material Household-Size Error

Reconsideration may be appropriate if the applicant believes 13GEM Sporting incorrectly determined the qualifying household size under SOP-002.

11. Material Income Error

Reconsideration may be appropriate if:

- Countable income was incorrectly included or excluded;
- Income was incorrectly annualized;
- Child support actually received was incorrectly calculated;
- Self-employment income was incorrectly calculated;
- A representative income period was improperly applied; or
- Another material income-calculation error occurred.

12. FPL Error

Reconsideration may be appropriate if:

- The wrong FPL year was used;
- The wrong household-size guideline was used;
- The wrong geographic guideline was used;
- The mathematical FPL calculation was incorrect; or
- Another material FPL error occurred.

13. Rounding Error

Reconsideration may be appropriate if the calculated FPL percentage was not properly rounded to **two decimal places before applying the Scholarship Sliding Scale**.

For example:

125.994% → 125.99%

125.995% → 126.00%

The rounded FPL percentage controls the Scholarship Sliding Scale determination.

14. Scholarship Sliding Scale Error

Reconsideration may be appropriate if the correct rounded FPL percentage was assigned the wrong scholarship percentage.

The current scale is:

Calculated and Rounded FPL	Scholarship
At or below 100.00%	70%
Over 100.00% through 125.99%	65%
126.00% through 150.99%	60%
151.00% through 175.99%	55%
176.00% through 200.00%	50%
Above 200.00%	No Scholarship under existing scale

15. Overlooked Information

Reconsideration may be appropriate when information:

- Was timely submitted;

- Was materially relevant; and
- Was overlooked or not reasonably considered during the original determination.

16. Documentation Error

Reconsideration may be appropriate if:

- Reasonable alternative documentation was improperly rejected;
- Documentation was misunderstood;
- Unnecessary documentation was required;
- The proportional-documentation standard was not properly applied; or
- A material factual conclusion was inconsistent with the documentation actually provided.

17. Hardship Determination Error

For a Hardship Scholarship, reconsideration may be appropriate if the applicant believes a material error occurred in determining:

- Whether a qualifying hardship existed;
- Whether the hardship materially affected financial circumstances;
- The appropriate representative income period;
- Current/adjusted household income; or
- The resulting FPL calculation.

18. Policy-Application Error

Reconsideration may be appropriate when an adopted Scholarship Opportunity Program policy was materially misapplied.

19. Conflict of Interest

Reconsideration may be appropriate when an actual, potential, or reasonably perceived conflict of interest was not properly disclosed or managed and could reasonably have affected the determination.

PART IV — MATTERS THAT ARE NOT MATERIAL ERROR

20. Sympathy Is Not a Reconsideration Standard

A difficult family situation does not permit the reviewer to independently increase a scholarship percentage outside the established scale.

For Hardship Scholarships, the hardship facts determine the family's applicable financial circumstances. The calculated and rounded FPL percentage then determines the scholarship percentage.

21. Athletic Ability

A child's:

- Athletic ability;
- Skill level;
- Team status;
- Potential;
- Coaching relationship; or
- Perceived value to a program

is not a valid basis for changing a scholarship determination.

22. Perceived Deservingness

Reconsideration may not be granted merely because a reviewer believes one family is more deserving than another.

23. Financial Difficulty Alone

The fact that a family's required payment remains difficult does not establish that the original Scholarship determination was erroneous.

PART V — SUBMITTING A REQUEST

24. Required Information

A reconsideration request should identify:

1. The Scholarship determination being challenged;
2. The specific material error believed to have occurred;
3. Why the error may have affected the determination;
4. The correction requested; and
5. Any reasonably necessary supporting information.

25. No Requirement to Reapply

A family requesting reconsideration does not ordinarily need to complete an entirely new Scholarship Application.

The reconsideration process should focus upon the specific alleged error.

26. Supporting Documentation

Additional documentation should be requested only when reasonably necessary to evaluate the claimed error.

The Program continues to follow the principle:

Documentation Should Be Proportional.

27. Alternative Documentation

If a particular document is unavailable, another reasonable document may be accepted when it sufficiently verifies the material fact at issue.

28. Medical Privacy

Reconsideration involving a medical hardship does not ordinarily require detailed diagnoses, complete medical histories, treatment notes, or full medical records.

Only information reasonably necessary to evaluate the material eligibility issue should be requested.

29. Bank Statements

Complete bank statements are **not ordinarily required** for reconsideration.

Limited financial information should be requested only when reasonably necessary to resolve a material unanswered question and less intrusive documentation is insufficient.

PART VI — INTERNAL REVIEW PROCEDURE

30. Initial Administrative Review

Upon receiving a reconsideration request, 13GEM Sporting should determine:

- Whether the request identifies a reconsiderable determination;
- Whether a specific alleged material error is identified;
- Whether the request was timely or whether a reasonable late-request basis exists;
- Whether additional information is genuinely necessary; and
- Whether a conflict of interest requires reassignment or recusal.

31. Independent Review

When practical, reconsideration should include review by at least one qualified person who was not the primary decision-maker in the original determination.

32. Prior Reviewer Participation

A prior reviewer may provide necessary factual or administrative information concerning the original determination when appropriate.

However, reconsideration should not merely consist of the original reviewer defending the original decision.

33. Conflict of Interest

Any actual, potential, or reasonably perceived conflict should be addressed under:

SOP-014 — Scholarship Conflict of Interest Policy.

A conflicted person should not improperly influence the reconsideration determination.

34. Scope of Review

The reviewer should ordinarily focus on the alleged material error and any directly related issue necessary to accurately resolve it.

Reconsideration does not automatically require reopening every aspect of the original Scholarship Application.

35. Correction of Related Errors

If review reveals another clear material error directly affecting the determination, 13GEM Sporting may correct that error even if the applicant did not identify it precisely.

PART VII — RECALCULATION

36. Corrected Household or Income Information

If reconsideration establishes that household size or countable income was materially incorrect, the reviewer should recalculate eligibility using the corrected information.

37. FPL Recalculation

The reviewer should:

1. Determine the correct household size;
2. Determine correct annual countable household income;
3. Use the applicable adopted FPL guideline;
4. Calculate:

$\text{Annual Countable Household Income} \div \text{Applicable 100\% FPL Guideline} \times 100$

5. Round the result to two decimal places; and
6. Apply the Scholarship Sliding Scale.

38. Scholarship Percentage

The reviewer may not independently choose a scholarship percentage after recalculation.

The corrected calculated and rounded FPL percentage determines the scholarship percentage.

39. Registration Fee Recalculation

If reconsideration changes an approved scholarship amount, the family payment calculation should also be corrected.

The current registration fee is:

6.25% of the family's scholarship-adjusted tuition amount owed at checkout.

The fee is calculated after the corrected Scholarship is applied and rounded to the nearest cent using standard currency rounding.

PART VIII — POSSIBLE OUTCOMES

40. Original Determination Affirmed

The original determination may remain unchanged when review establishes that no material error affected the result.

41. Scholarship Increased

A Scholarship Award may increase if correction of a material error results in a lower rounded FPL percentage and therefore a higher scholarship percentage under the established scale.

42. Scholarship Decreased

A Scholarship Award may decrease if correction of a material error results in a higher rounded FPL percentage and therefore a lower scholarship percentage under the established scale.

43. Prior Denial Changed to Approval

A prior denial may be changed to an approval when correction of a material error establishes eligibility.

44. Prior Approval Changed to Ineligibility

A prior approval may be changed when reconsideration establishes that the original approval resulted from a material error and the corrected determination does not establish eligibility.

Such a result should be handled carefully and documented clearly.

45. Hardship Determination Changed

A Hardship Scholarship determination may be changed when reconsideration establishes a material error concerning:

- Qualification of the hardship;
- Material financial impact;
- Representative income period;
- Current household income;
- Household size;
- FPL calculation; or
- Application of governing policy.

46. Additional Information Required

If the reconsideration cannot reasonably be completed without specific material information, 13GEM Sporting may request that information before issuing a final reconsideration determination.

The request should identify what question remains unresolved and why the requested information is material.

PART IX — EFFECT OF RECONSIDERATION

47. Effective Determination

Once reconsideration is completed, the corrected determination becomes the operative Scholarship determination for the matter reviewed.

48. No Negotiated Percentage

A reconsideration determination must remain tied to the established Scholarship Sliding Scale.

A family and reviewer may not compromise on an intermediate percentage outside the adopted scale.

49. Scholarship or Discounts

If reconsideration results in an approved Scholarship, the family remains subject to the rule:

Scholarship OR applicable registration discount(s), but not both for the same registration.

A corrected Scholarship Award does not permit stacking with registration discounts.

50. Program Capacity and Scholarship Resources

A successful reconsideration establishes or corrects Scholarship eligibility.

It does not independently guarantee:

- Program admission;
- Roster placement;
- Program capacity; or
- Availability of Scholarship Program resources.

Financial eligibility and program/resource availability remain separate administrative determinations.

PART X — COMMUNICATION OF RECONSIDERATION RESULT

51. Written Determination

13GEM Sporting should communicate the reconsideration result in writing.

The communication should state:

- Whether the original determination was affirmed or changed;
- The material basis for the result;
- The corrected scholarship percentage, when applicable;
- The applicable award period or registration cycle, when applicable; and
- Any necessary next steps.

52. Privacy

The written determination should explain the result without unnecessarily reproducing sensitive household, financial, medical, or hardship information.

53. Administrative Documentation

The reconsideration determination should be documented sufficiently to show:

- The issue reviewed;
- Material facts relied upon;
- Applicable policy;
- Any corrected calculations;
- Conflict/recusal information when applicable; and
- Final determination.

PART XI — RECONSIDERATION REQUEST FORM

13GEM SPORTING

Scholarship Reconsideration Request

Application ID:

Parent/Legal Guardian:

Date of Original Written Determination:

Date Reconsideration Request Submitted:

54. Scholarship Determination Being Challenged

- ☐ Standard Scholarship
- ☐ Hardship Scholarship
- ☐ Annual Standard Scholarship Renewal
- ☐ Hardship Scholarship Renewal
- ☐ Other: _____

55. Original Determination

- ☐ Approved at _____ %
- ☐ Denied — financial ineligibility
- ☐ Denied — qualifying hardship not established
- ☐ Unable to determine eligibility because material information was unavailable
- ☐ Other: _____

56. Reason for Reconsideration

I believe the determination may contain a material error involving:

- ☐ Household size
- ☐ Countable household income
- ☐ Child support
- ☐ Income annualization
- ☐ Representative income period
- ☐ Hardship qualification
- ☐ Hardship financial impact
- ☐ FPL guideline
- ☐ FPL calculation
- ☐ FPL rounding
- ☐ Scholarship Sliding Scale
- ☐ Information submitted but materially overlooked
- ☐ Documentation requirements
- ☐ Application of Scholarship policy

☐ Conflict of interest

☐ Other: _____

57. Description of Claimed Error

Please explain the specific material error you believe occurred:

58. Why the Error Matters

Please explain how you believe the identified error affected the Scholarship determination:

59. Requested Correction

What do you believe should be corrected?

You are **not required to calculate or request a particular scholarship percentage**. If a correction changes your FPL percentage, the established Scholarship Sliding Scale will determine the applicable scholarship percentage.

60. Supporting Information

Are you providing additional information with this request?

☐ No

☐ Yes

If yes, briefly identify it:

Please provide only information reasonably related to the claimed error. Unnecessary sensitive information should not be submitted.

61. Late Request

Is this request being submitted more than **14 calendar days after the written determination**?

☐ No

☐ Yes

If yes, please briefly explain the circumstances that prevented or reasonably delayed submission:

62. Applicant Certification

I certify that the information provided in this Reconsideration Request is true and complete to the best of my knowledge.

I understand that reconsideration is intended to correct a material error and does not guarantee that the original Scholarship determination will change.

I understand that reconsideration may result in the original determination being:

- Affirmed;
- Increased;
- Decreased;
- Changed from denial to approval; or
- Changed from approval to ineligibility,

depending upon the corrected facts and applicable Scholarship Opportunity Program policies.

Parent/Legal Guardian Name:

Signature:

Date:

PART XII — FOR 13GEM SPORTING ADMINISTRATIVE USE ONLY

63. Timeliness Review

☐ Submitted within 14 calendar days

☐ Submitted after 14 calendar days — late request accepted

☐ Submitted after 14 calendar days — late request not accepted

Reason/Notes:

64. Review Assignment

Original Reviewer(s):

Reconsideration Reviewer(s):

At least one reviewer not primary original decision-maker, when practical:

☐ Yes

☐ No — Explanation:

65. Conflict Review

Conflict identified?

☐ No

☐ Yes

If yes:

Reviewer: _____

Recusal required: ☐ Yes ☐ No

Action taken:

66. Material Error Review

☐ No material error established

☐ Household-size error

☐ Income error

☐ Child-support error

☐ Annualization error

☐ Representative-period error

☐ Hardship determination error

☐ FPL guideline/calculation error

☐ Rounding error

☐ Sliding-scale error

☐ Overlooked information

☐ Documentation error

☐ Policy-application error

☐ Conflict-of-interest issue

☐ Other: _____

67. Corrected Calculation, If Applicable

Correct Household Size:

Correct Annual Countable Household Income:

\$ _____

FPL Table Year:

Applicable 100% FPL Guideline:

\$ _____

Unrounded FPL Percentage:

_____ %

Rounded FPL Percentage:

_____ %

Scholarship Percentage Required by Scale:

_____ %

68. Corrected Financial Calculation, If Applicable

Eligible Tuition:

\$ _____

Scholarship Percentage:

_____ %

Scholarship Amount:

\$ _____

Family Scholarship-Adjusted Tuition:

\$ _____

6.25% Registration Fee:

\$ _____

Total Family Responsibility:

\$ _____

69. Final Reconsideration Determination

- ☐ Original determination affirmed
- ☐ Scholarship increased
- ☐ Scholarship decreased
- ☐ Prior denial changed to approval
- ☐ Prior approval changed to ineligibility
- ☐ Hardship determination changed
- ☐ Additional information required before determination
- ☐ Other: _____

Final Scholarship Percentage, if applicable:

_____ %

70. Determination Explanation

Briefly document the material basis for the reconsideration result:

71. Reviewer Certification

I certify that I reviewed the reconsideration request under the applicable 13GEM Sporting Scholarship Opportunity Program policies and that the determination was based upon the corrected material facts, calculations, and established Scholarship Sliding Scale rather than negotiation, sympathy, athletic considerations, or other improper factors.

Reviewer Name:

Signature:

Date:

Additional Reviewer, if applicable:

Signature:

Date:

72. Communication

Written Reconsideration Determination Sent:

Method:

☐ Email

☐ Mail

☐ In Person

☐ Other: _____

PART XIII — POLICY ADMINISTRATION

73. Confidentiality

All reconsideration information is subject to:

SOP-013 — Scholarship Confidentiality & Information Protection Policy.

Only persons with a legitimate scholarship-administration need should receive access to the information.

74. Recordkeeping

The original determination, Reconsideration Request, material supporting information, recalculation, and final reconsideration determination should be maintained according to:

SOP-020 — Scholarship Program Administration & Recordkeeping Procedures.

75. Version Control

Approved versions of this policy and form should not be silently overwritten.

When substantive changes are adopted:

- Assign a new version number;
 - Preserve the superseded version;
 - Clearly identify the current operational version; and
 - Maintain sufficient historical records to establish which version governed a prior reconsideration.
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Policy/Form Number: SOP-017

Version: 1.1

Classification: Policy & Family-Facing Request Form