MTSU Financial Aid
Tennessee Education Lottery Scholarship
Change of Enrollment Status Appeal Form

Please Note:
You should receive a response via postal mail within 14 business days of the Appeal Committee Hearing. Visit **www.mtsu.edu/scholarships/telsprogram_scholarships.shtml** for IRP meeting dates.

If you have lost eligibility for the lottery scholarship due to failure to meet enrollment requirements, you may appeal to regain eligibility if you were unable to meet the requirements due to extenuating circumstances.

- Use this form if you changed your enrollment status (such as from full-time to part-time).
- If you need to file an appeal because you withdrew from all classes or did not enroll for a required semester, you must instead submit a Leave of Absence form, available at **www.mtsu.edu/financialaid/forms_finaid.shtml**.
- If you lost eligibility due to failure to meet GPA requirements, you *cannot* appeal. Visit **www.mtsu.edu/scholarships** for information on how to regain eligibility in a future semester by meeting GPA requirements.

Complete the following information and return your appeal (including statement and documentation) to the Financial Aid Office. You may mail the appeal to CAB 218, 1301 E. Main St., Murfreesboro, TN 37132, or fax it to (615)898-5167.

Name: _____ **MTSU ID # :** M ___ ___ ___ ___ ___ ___ ___ ___

Address: _____
Street Apt. # City State Zip

Email Address: _____@mtmail.mtsu.edu **Phone:** (_____)_____

Indicate the type of appeal:

❑ I changed from full-time to part-time after the last date to drop without a "W".

(Appealing because you withdrew from all classes or did not enroll for a required semester? See the instructions above!)

Indicate the reason for the appeal:

❑ Illness of student
❑ Illness or death of immediate family member
❑ Extreme financial hardship
❑ Other extraordinary circumstance beyond student's control

In which semester did the above event occur? _____ When will you reenroll? _____

Have you previously filed a TELS appeal for any reason? ❑Yes ❑No

To appeal, provide the following information:

1. Attach a detailed letter that is typed or legibly written, explaining your petition for eligibility, and what actions you have taken to correct the situation (if applicable).
2. Enclose copies of supporting documentation (such as parent letter, death certificate or statements from medical doctors, advisors, psychologists, financial documentation, etc.) **Appeals will *not* be reviewed without verifiable documentation.**

Please initial:

_____*I verify that all of the above statements and attached documentation are true and accurate.*

_____*I authorize the MTSU Financial Aid Office to release information to the Tennessee Assistance Corporation for review of my appeal.*

_____*I understand that neither MTSU nor TSAC is able to make exceptions to the GPA requirement, regardless of extenuating circumstances. If I also lost eligibility due to GPA, I will not be eligible for a TELS award unless or until I meet GPA requirements under the Regain Provision.*

Student Signature: _____ Date: _____

For Office Use Only Request is: ❒ Approved ❒ Denied

Signature of IRP Representative: _____ Date: _____

Comments: _____

Updated: ❑Egrands ❑SZATELS ❑RHACOMM ❑ RPAAWRD ❑Decision Letter

Revised BAM 11/10