

Leave of Absence Request Form Tennessee Education Lottery Scholarship (TELS)

To submit the completed form: **In person:** MT One Stop Student Services and Admissions Center (SSAC) – Room 210;
Mail: MTSU, MT One Stop, SSAC Room 260, 1301 East Main Street, Murfreesboro, TN 37132; **Fax:** (615) 494-7770. LOTAPP

Name: _____ MTSU ID # : M _____

Address: _____
Street Apt. # City State Zip

Email: _____ @mtmail.mtsu.edu Phone: (_____) _____ - _____

Please Note: If we need to contact you about your scholarship request or other matters, we will generally do so via your MTSU email address. Please be sure to check your MTSU email account on a regular basis throughout the year!

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. Be sure to visit our website at www.mtsu.edu/financial-aid/appeals.php#lottery for information about upcoming appeal dates, including the date when you can submit this appeal and the deadline for submitting all paperwork and documentation.

Not sure whether you have the right form?

- Use this form if you withdrew from all classes or did not enroll for a required semester.
- If you changed your enrollment status (such as from full-time to part-time), you must instead submit a Change of Enrollment Status form (available at www.mtsu.edu/financial-aid/forms.php).
- If you lost eligibility due to failure to meet GPA requirements, you *cannot* appeal. Visit www.mtsu.edu/financial-aid/scholarships/tels.php#rules for information on how to regain eligibility in a future semester by meeting GPA requirements.

Indicate the type of appeal:

- Withdrew/will withdraw from all classes
- Did not/will not enroll for one or more semesters
- Did not/will not enroll within 16 months after high school graduation
(*Appealing because you changed enrollment status? 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 submitted a TELS Leave of Absence or 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 request.

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

_____ *Optional:* By initialing this item, I am providing written authorization to hold my appeal for more than 14 calendar days. (Per state rules, you cannot submit this appeal before the date specified on the appeal webpage noted above, unless you authorize us to hold your appeal beyond 14 days. If you submit your appeal before the specified date and do not initial this item, your appeal will be returned to you without being reviewed.)

Student Signature: _____ Date: _____