



Chattanooga State Community College  
Financial Aid Office  
4501 Amnicola Highway  
Chattanooga, TN 37406  
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www.chattanoogaestate.edu/financialaid

## Appeal for Tennessee Education Lottery Scholarship (TELS)

(Includes HOPE Scholarship and Wilder-Naifeh Technical Skills Grant)

Print clearly:

_____			
Last Name	First Name	M.I.	Student Identification Number
_____			
Address	City	State	Zip
_____			
Telephone Number		E-Mail	
_____			

**Please check the reason for your appeal.**

**Sufficient documentation MUST be provided in order for your appeal to be reviewed.**

- Request for Change from Full-Time to Part-Time Enrollment** - Request a change from full-time to part-time enrollment in the same semester. Students enrolled in a full-time status, as of the 14th day of classes, may not withdraw or drop to part-time status within the same semester without prior approval. Tennessee Law limits the reasons for enrollment status change to documented medical or personal reasons only, such medical or personal grounds shall include, but not be limited to, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student's immediate family, or other extraordinary circumstances beyond the student's control where continued full-time attendance by the student creates a substantial hardship.
- Request for Leave of Absence** – Request a leave of absence for personal (illness or death of an immediate family member), medical, or military mobilization reasons. Students may also request a leave of absence during an internship or co-op program that is required or encouraged as a part of the academic program in which the student is enrolled. Students should include any supporting documentation with their application. Students whose requests are approved will be granted a leave of absence without affecting their eligibility to retain the TELS Program Scholarship.
- Eligibility Appeal** – Request an appeal of the denial or revocation of the TELS. Please note that failure to meet the TELS GPA requirements is not an appropriate reason for an appeal.

An Institutional Review Panel (IRP) will review appeals and the student will be notified of the panel's decision in writing. If the IRP denies your appeal, you have forty-five (45) calendar days to appeal, in writing, directly to the Tennessee Student Assistance Corporation (TSAC) TELS Award Appeal Panel. You are not permitted to appeal directly to the TSAC TELS Award Appeal Panel unless the Chattanooga State IRP denies your appeal.

### Student Statement

My signature below certifies that the above information and attached documentation are correct to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date