

**CLEVELAND STATE COMMUNITY COLLEGE
SATISFACTORY PROGRESS APPEAL FORM
TENNESSEE EDUCATION LOTTERY SCHOLARSHIPS (TELS)**

(RETURN TO THE FINANCIAL AID OFFICE)

Semester applying for:

- Fall Spring Summer

Name _____ Date _____

Social Security Number _____

All students requesting an appeal are **REQUIRED** to document **and** submit reasons that warrant consideration by the Internal Review Panel. Please attach a **separate statement** explaining your reason(s) and the steps you plan to take to correct the problem, along with a copy of your CSCC transcript and return them to the Financial Aid Office.

NOTE: This form will not be accepted without proper documentation (example: death certificates, obituaries, hospital discharge forms, doctor's statements, court documents, etc.)

Check the reason for your Appeal:

- Illness or injury of the student
- Illness or death of an immediate family member
- Extreme financial hardship
- To fulfill a religious commitment
- Military Mobilization
- Personal or medical Leave of Absence

Check the type of Appeal:

- Changed from full-time to part-time
- Withdrew from all classes
- Did not enroll for one or more required semesters

Please **check** one of the following statements.

MEDICAL reasons:

Supporting documentation from medical authorities must be attached to the Appeals Form and submitted to the Financial Aid Office.

PERSONAL reasons:

A conference may be **Required** with the Institutional Review Panel. Upon notification of such, please contact the Financial Aid Office regarding the next scheduled IRP Committee meeting.

FOR OFFICE USE ONLY

RAP _____ CUM GPA _____ ATTEMPTED HRS _____

DEFICIENT CREDIT HOURS _____ MAJOR _____

RECOMMENDATION/ACTION: APPROVED DENIED CONFERENCE

DATE _____

INSTITUTIONAL REVIEW PANEL _____

TENNESSEE EDUCATION LOTTERY SCHOLARSHIPS (TELS) APPEAL AND EXCEPTION PROCESS

To retain a TELS award, a student shall continue to meet all applicable requirements for the scholarship and shall reapply by completing the FAFSA or Renewal FAFSA for the applicable award for each academic year.

The Tennessee Education Lottery Scholarship is awarded based on policies set forth by the Tennessee Student Assistance Corporation in accordance with Tennessee State Law governing the administration of this scholarship program.

TELS regulations allow for students who are denied eligibility to appeal under certain extenuating circumstances:

- ✓ Change of enrollment from full time to part time, or from part time to less than 6 hours due to documented medical or personal grounds such as illness, injury, illness or death of an immediate family member, or extreme financial hardship.
- ✓ Withdrawal and/or request for a Leave of Absence due to verifiable extenuating medical or personal circumstances.
- ✓ Failure to meet timely or continuous enrollment standards, if extenuating circumstances prevent you from enrolling at least half time for the fall and spring semester of each year.
- ✓ Military activation
- ✓ Other extraordinary circumstances beyond your control (must be verifiable and thoroughly documented).

However, Tennessee Lottery Legislation does **NOT** grant the authority to allow appeals for the following reasons:

- GPA requirements for both initial and continuing eligibility
- Score requirements for ACT, SAT, and GED tests
- Limit on attempted hours or years of enrollment
- Income limit for a Need-Based Supplemental Award
- Residency Status

Appeal Procedures:

Within 14 calendar days of the extenuating circumstance(s), the student must complete a TELS Appeal Form and submit it, along with supporting documentation, to the Institutional Review Panel (IRP). The IRP may award or reinstate in the student's TELS award(s) or grant a request without hearing and shall make a determination no later than 14 calendar days after a recipient properly files an appeal. If denied by the IRP, the student may appeal to the Tennessee Student Assistance Corporation. TSAC's decisions must be made within 14 calendar days of the recipient's appeal.'

The authority of the IRP and the TELS award appeals panel shall be strictly limited to consideration of appeals arising from eligibility determinations made by an eligible postsecondary institution or TSAC.