

**Appeal Procedures for Continuation of the Tennessee Lottery Scholarship
The University of Tennessee at Martin
Office of Student Financial Aid and Scholarships**

Recipients of the Tennessee Lottery Scholarship (TLS) may not withdraw or drop below full-time enrollment after the 14th day of the semester for fall and spring unless the student requests and the institution approves the change in enrollment.

To request a change in enrollment:

1. Complete a *TLS Change of Enrollment* form.
2. Attach verifiable documentation of medical or personal reasons such as:
 - Illness of student
 - Illness or death of an immediate family member
 - Military obligation of student
 - Extreme financial hardship of student's family member
 - Other extraordinary circumstances beyond the student's control where continued enrollment status by the students created a substantial hardship
3. Provide a statement to explain your request.
4. Submit completed form and documentation to the Office of Financial Aid and Scholarships.
5. Your request will be reviewed by the Institutional Review Panel (IRP), a panel comprised of staff members of the Office of Student Financial Aid and Scholarships.
6. The student will be notified in writing of the decision within 14 calendar days of the request.
7. If the request is denied and the student completes the drop or withdrawal process, the student shall be ineligible for the TLS award for future semesters.

If the request is denied, the student may appeal to the TELS Award Appeals Panel, a panel appointed by the Executive Director of Tennessee Student Assistance Corporation (TSAC), within 45 calendar days from the date on the decision letter. The appeal may be mailed or emailed to TSAC and must include the following:

1. *TELS Appeal Form*
2. A letter providing an explanation for your appeal
3. A copy of college transcripts
4. Copy of medical documentation or documentation to support your reason for appeal
5. Copy of the denial letter from the IRP

The TELS Appeal Form and instructions can be found at: www.tn.gov/collegepays

TSAC will notify the student of a decision within 14 calendar days after an appeal is filed and documentation is received. The TELS Award Panel at TSAC is the final administrative appeal.

