

**Tennessee Lottery Scholarship (TLS) Recipients  
University of Tennessee – Martin**

**Step #1: Request for Approval to Change Enrollment Status**

Check One:  **Request for continuation of TLS after withdrawal from school**  
Send form and documentation to: Student Affairs, Room 222 Admin. Bldg.  
ATTN: Jackie Trice

**Request for continuation of TLS after dropping from full-time to part-time**  
Send form and documentation to: Academic Records, Room 103 Admin. Bldg.  
ATTN: Registrar

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

All requests for approval **MUST** include verifiable documentation.  
**FORMS WILL NOT BE ACCEPTED WITHOUT VERIFIABLE DOCUMENTATION.**

Select the basis for your request below and attach the proper documentation to this form. Acceptable circumstances include:

- Illness of student;
- Illness or death of an immediate family member;
- Extreme financial hardship of student's family member;
- Other extraordinary circumstances beyond the student's control.

I verify all of the above statements and attached documentations are true and accurate.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request is: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

State reason for decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Date student was notified of decision \_\_\_\_\_ Include step #2 appeal instructions.