

**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 Financial Assistance, Room 205 Admin. Bldg.
ATTN: Susan Box

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.