

Tennessee Lottery Scholarship (TLS) Recipients
University of Tennessee at Martin
Office of Student Financial Assistance

Appeal Procedures for Continuation of the Lottery Scholarship

Recipients of the Tennessee Lottery Scholarship (TLS) may not withdraw or drop below full-time enrollment after the first week of classes for the fall and spring semester (or the fourth day of classes for the summer semester) and maintain the scholarship unless the student requests and the institution approves the change in enrollment.

Step #1

1. Complete the *Request for Approval to Change Enrollment Status* form.
2. Attach verifiable documentation of medical or personal grounds such as:
 - a. Illness of student.
 - b. Illness or death of an immediate family member.
 - c. Extreme financial hardship of the student or student's immediate family member.
 - d. Other extraordinary circumstances beyond the student's control where continued enrollment status by the student creates a substantial hardship.
3. Submit completed form and documentation to Academic Records for requests to drop below full-time or to Student Affairs for requests to withdraw from school.
4. The student will be notified, in writing, of a decision within 14 calendar days of the request.
5. If the request to drop below full-time is approved, the institutional refund policy will apply.
6. If the request to withdraw is approved, the institutional refund policy will apply.
7. If the request to withdraw or drop below full-time is denied and the student completes the drop or withdrawal process, the student shall be ineligible for the TLS award for future semesters.
8. If denied, the student may appeal the decision to the Institutional Review Panel (IRP), a panel comprised of staff members of the Office of Student Financial Assistance; see appeal details below.

Step #2

1. Complete the *Appeal for Tennessee Educational Lottery Scholarship Program* form. The original documentation used in Step #1 will be used by the IRP; no additional documentation is required.
2. Submit completed form to Office of Student Financial Assistance.
3. Students unable to attend UTM within 16 months of graduation from 1.) a Tennessee high school, 2.) a home school program, or 3.) obtaining a GED should appeal directly to the IRP by completing the *Exemption from 16 Month Enrollment Requirement* appeal form.

Step #3

1. The student will be notified, in writing, of a decision within 14 calendar days after the appeal.
2. If denied, the student may submit an appeal to the TELS Award Appeals Panel, a three-person panel appointed by the Executive Director of Tennessee Student Assistance Corporation (TSAC).
3. The student must request this appeal in writing to TSAC within 45 calendar days from the date the IRP decision was delivered to the student.
4. Original documentation must be sent to the TELS Award Appeals Panel at TSAC, along with the student's written request for the appeal.
5. The student will be notified by TSAC of a decision within 14 calendar days after an appeal is filed and documentation is received.
6. The TELS Award Panel at TSAC is the final administrative appeal.