LOC Financial Aid
Tennessee Education Lottery Scholarship
Request for Leave of Absence

Please Note:
You should receive a response via postal mail within 14 business days of the Appeal Committee Hearing.

If you have lost eligibility for the lottery scholarship due to failure to meet enrollment requirements, you may appeal to regain eligibility if you were unable to meet the requirements due to extenuating circumstances.

- Use this form if you withdrew from all classes or did not enroll for a required semester.
- If you changed your enrollment status (such as from full-time to part-time), you must instead submit a Change of Enrollment Status form, available at **www.loc.edu/financial-aid/financial-aid-forms.asp**
- If you lost eligibility due to failure to meet GPA requirements, you *cannot* appeal. Visit **www.collegepaystn.com** for information on how to regain eligibility in a future semester by meeting GPA requirements.

Complete the following information and return your appeal (including statement and documentation) to the Financial Aid Office. You may mail the appeal to 807 Walker Avenue, Memphis, TN 38126, or fax it to (901)435-1573.

Name: _____ **LAST FOUR DIGITS OF SSN #:** _____

Address: _____
Street Apt. # City State Zip

Email Address: _____@loc.edu **Phone:** (_____)_____

Indicate the type of appeal:

- ❑ Withdrew/will withdraw from all classes
- ❑ Did not/will not enroll for one or more semesters
- ❑ Did not/will not enroll within 16 months after high school graduation

(Appealing because you changed enrollment status? See the instructions above!)

Indicate the reason for the appeal:

- ❑ Illness of student
- ❑ Illness or death of immediate family member
- ❑ Extreme financial hardship
- ❑ Other extraordinary circumstance beyond student's control

In which semester did the above event occur? _____ When will you reenroll? _____
Have you previously submitted a TELS Leave of Absence or Appeal for any reason? ❑Yes ❑No

To appeal, provide the following information:

1. Attach a detailed letter that is typed or legibly written, explaining your petition for eligibility, and what actions you have taken to correct the situation (if applicable).
2. Enclose copies of supporting documentation (such as parent letter, death certificate or statements from medical doctors, advisors, psychologists, financial documentation, etc.) **Appeals will *not* be reviewed without verifiable documentation.**

Please initial:

_____ *I verify that all of the above statements and attached documentation are true and accurate.*

_____ *I authorize the LOC Financial Aid Office to release information to the Tennessee Assistance Corporation for review of my request.*

_____ *I understand that neither LOC nor TSAC is able to make exceptions to the GPA requirement, regardless of extenuating circumstances. I will not be eligible for a TELS award until I meet GPA requirements under the Regain Provision.*

Student Signature: _____ Date: _____

For Office Use Only Request is: ❑ Approved ❑ Denied

Signature of IRP Representative: _____ Date: _____

Comments: _____

Updated: ❑Egrands ❑PFAIDS ❑Decision Letter

Revised 05/2011