



**TN Educational Lottery Scholarship (TELS) Program  
Hope Scholarship Appeal**

Office of Financial Aid  
1665 Hampshire Pike, Columbia, TN 38401

phone: (931) 540-8267 | fax: (931) 540-2793 | email: financialaid@columbiastate.edu

Name: \_\_\_\_\_ Columbia State ID: A \_\_\_\_\_

Columbia State Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

TSAC's TELS Rules (1640-1-19-.26, 1640-1-20-.11, 1640-1-21-.11, & 1640-1-22-.1(33.3)) states, "A student who is otherwise eligible and whose enrollment status dropped from full-time to part-time, dropped from part-time to less than part-time or there is an official/unofficial withdrawal due to documented personal hardship and/or medical reasons may [file a TELS Appeal] and have the award reinstated if the appeal is approved."

**This appeal form will NOT be reviewed without verifiable documentation as outlined below:**

To submit an appeal, provide the following information and submit along with this completed form:

- A detailed letter explaining your reason(s) for the appeal
- Copies of supporting documentation (death certificate; statement from doctor, advisor, religious leader, etc.)

I am filing a TN Educational Lottery Scholarship (TELS) appeal because: *(please check one)*

- \_\_\_\_\_ Change in enrollment status *(dropped or stopped attending class(es))*
- \_\_\_\_\_ Withdrawal from Columbia State/Non-Continuous Enrollment
- \_\_\_\_\_ Leave of absence request, for \_\_\_\_\_ semester

My appeal is due to: *(please check one)*

- \_\_\_\_\_ Illness of myself
- \_\_\_\_\_ Illness or death of an immediate family member
- \_\_\_\_\_ Extreme financial hardship of myself or my immediate family
- \_\_\_\_\_ Military obligations of myself or an immediate family member
- \_\_\_\_\_ Other extraordinary circumstance(s) beyond my control, explain \_\_\_\_\_

**TELS Appeal must be submitted to Columbia State Financial Aid Office prior to the beginning of the semester in which you want to be considered for reinstatement of your Lottery Scholarship(s).** Semester I want to receive scholarship \_\_\_\_\_

- \*The Institutional Review Panel (IRP) will review your appeal within fourteen (14) calendar days of receipt of a properly filed appeal.
- \*The IRP will have seven (7) calendar days after their receipt of your appeal to render a decision to approve or deny the appeal.
- \*You will be notified within seven (7) calendar days of the IRP's decision, via your ChargerNet email.

I understand that if my appeal is denied, I may receive a copy of my appeal documentation upon my request and then I may appeal to TSAC within forty-five (45) calendar days of the date of the denial notice: TSAC  
C/O TELS Award Appeals Panel  
404 James Robertson Parkway, Suite 1950  
Nashville TN 37243

**<> I verify that all of the above information and attached documentation are true and accurate.**

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

**FOR OFFICE USE ONLY**  
Current Attempted Hours: \_\_\_\_\_ GPA: \_\_\_\_\_  
FA Staff Reviewed: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Initials: \_\_\_\_\_ Date: \_\_\_\_\_ If applicable, Date sent to IRP: \_\_\_\_\_  
IRP Reviewed: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
Updated: \_\_\_\_\_ Banner \_\_\_\_\_ eGrands \_\_\_\_\_ Student Notified-date: \_\_\_\_\_