



**TN Educational Lottery Scholarship (TELS) Program  
Repeat Option Request Form**

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 (1640-1-19-22-(2)) states, "A student shall have a one-time option to repeat one course and utilize only the higher of the two grades in the calculation of their postsecondary grade point average for purposes of determining continued eligibility for a TELS award. The semester hours for both attempted courses, however, will be included in [the cumulative number of attempted hours when determining benchmark hours and] the one hundred twenty (120) semester hours limitation. The one-time repeat provision shall be used at the end of a semester in which continuation is determined and if necessary in conjunction with the one-time regain provision."*

**Please provide the following information regarding the repeated course:**

|                          | Term<br><i>(ex: 2006 Fall)</i> | Course Prefix & Number<br><i>(ex: ENGL 2010)</i> | Grade Earned | School<br><i>(ex: Columbia State)</i> |
|--------------------------|--------------------------------|--|--------------|---------------------------------------|
| 1 <sup>st</sup> Attempt: |                                |  |              |                                       |
| 2 <sup>nd</sup> Attempt: |                                |  |              |                                       |

**Please initial to indicate your understanding of the following statements:**

\_\_\_\_\_ I understand that I am exercising my **One-Time ONLY** Repeat Option to exclude the earlier of two grades for the same course. I have not previously exercised this option at Columbia State or another school.

\_\_\_\_\_ I understand that all repeated courses, other than the course listed above, will count in my TELS GPA. I understand that using this option will affect only my TELS GPA and will have no impact on my Columbia State GPA.

\_\_\_\_\_ I understand that all courses, including both courses listed above, will count in my TELS attempted hours.

\_\_\_\_\_ I understand that using this option does NOT guarantee that my TELS GPA will meet the minimum renewal requirements.

\_\_\_\_\_ I have consulted with an academic advisor regarding this Repeat Option.

\_\_\_\_\_ I understand that I will not be able to make changes to or withdraw my request after I submit it.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: Form must be submitted within two weeks after grades are posted, to be evaluated for the subsequent semester.**

**For Financial Aid Office Use ONLY:**

Course Excluded (E): \_\_\_\_\_ Term: \_\_\_\_\_ Lost TELS eligibility at benchmark: Y N / 24 48 72 96  
 Course Repeated (I): \_\_\_\_\_ Term: \_\_\_\_\_ New Benchmark reached: Y N Which Benchmark: \_\_\_\_\_  
 Original GPA: \_\_\_\_\_ Current GPA: \_\_\_\_\_ Att Hours: \_\_\_\_\_ Regain form- Needed: Y N - Received: Y N  
 Updated: \_\_\_\_\_ SZACRSE \_\_\_\_\_ eGrands \_\_\_\_\_ Student Notified Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**1. Determine which repeated class you wish to exclude.**

You may use a GPA calculator to estimate your GPA without the excluded class. Remember to use your TELS quality points and quality hours instead of your Columbia State figures. You can find the TELS information on the Hope Lottery Scholarship Information section of the Columbia State web site.

**2. Complete the Repeat Option Request Form.**

Read each question carefully before answering. Remember that you will not be able to make changes or withdraw your request after you submit it. You may exercise your Repeat Option ***one time only***; use it wisely!

**3. Talk with a Financial Aid Advisor.**

The Financial Aid Office will discuss with you the potential impact of using the Repeat Option. We cannot guarantee that your TELS GPA will meet requirements after you submit the repeat form; however, we will help you choose the best option for increasing your GPA. Please contact Financial Aid at 931-540-8267 or via e-mail at [financialaid@columbiastate.edu](mailto:financialaid@columbiastate.edu).

**4. Submit the Repeat Option Request Form.**

Submit the form to the Financial Aid Office by mail, fax, or in person. The Financial Aid Office will process your request and will notify you of the results of your request via your Columbia State student email. Please allow 3 to 4 weeks for the processing of your request.

**5. Submit a completed Columbia State Regain Option Request Form, if you have completed a TELS benchmark.**

If you attempted 48, 72, or 96 hours at the end of the last semester enrolled and are at a TELS benchmark, you may be eligible to regain the Tennessee Education Lottery Scholarship if your TELS GPA is at least 2.75 at the 48-hour benchmark and 3.0 if at the 72-hour benchmark or the 96-hour benchmark. Please note: If the class submitted on your Repeat Option Request Form was retaken during a semester *after* you reached a TELS benchmark, you must wait until after the next benchmark to regain the scholarship. ***If you meet the GPA requirement according to TELS regain rules (regardless of whether or not you are using the Repeat Option to do so), you must submit the Regain Option Form to notify the Financial Aid Office of your status***