



Tennessee Education Lottery Scholarship Program University of Tennessee



This document outlines the application, enrollment, academic progress and appeal requirements for the Tennessee Education Lottery Scholarship (TELS) program at the University of Tennessee. The information provided is accurate as of the date of printing, but is subject to change. The Tennessee Student Assistance Corporation is responsible for coordinating the TELS program and has final authority regarding all rules and regulations pertaining to this program.

Application Process

- You must **apply for your TELS funding each academic year** by filing the *Free Application for Federal Student Aid* (FAFSA). The FAFSA is available on the web at www.fafsa.ed.gov.
- You should apply as soon as possible after January 1st and before March 1st to receive priority consideration. The deadline is September 1st each academic year for the fall semester.

Application Renewal Process

- You must reapply for your TELS funding each academic year by filing the *Free Application for Federal Student Aid* (FAFSA) before the deadline of September 1st each academic year; however, we recommend completing the FAFSA before March 1st

Enrollment Requirements

- Initial TELS awards are based upon full-time enrollment. The award will be prorated at the time of disbursement for less- than-full-time enrollment. Enrollment levels for HOPE will be officially established on the 14th calendar day of classes.
- Full-time students must receive approval from the Office of Financial Aid & Scholarships **before** dropping below full-time enrollment. Full-time students, who drop below full-time status within the semester, without receiving approval, will lose the TELS award permanently.
- You must be continuously enrolled each semester and remain enrolled in the fall and spring semesters to maintain eligibility to receive the TELS award.
- Participation in an approved co-op, internship, National or International Student Exchange, or study abroad program is considered continuous enrollment.
- For students who first received TELS funding prior to fall 2009, awards will be pro-rated for less than full time enrollment during the fall and spring semesters. Any remaining amounts may be used during the summer semester.
- Students who first received TELS funding during fall 2009 and thereafter may be eligible for a summer semester award if they enroll in a minimum of 6 hours and have an eligible GPA. Students must submit the Summer Aid Request Form in order to receive the summer semester award.

TELS Credit Hour Calculation

- **Your attempted TELS credit hour calculation may differ from your attempted UT credit hour calculation.**
- Your eligibility is reviewed following every 24 attempted TELS credit hours.
- After the first 24 and 48 attempted hours, you must have a **minimum TELS cumulative grade point average (GPA) of 2.75.**
- After each additional 24 attempted hour increments (72, 96, and 120 attempted TELS hours), you must have a **minimum TELS cumulative GPA of 3.0, or a cumulative GPA of 2.75 – 2.99 and a semester GPA of 3.0 or above in the semester you reach the 72, 96, or 120 credit hour benchmark. Students with a 2.75 – 2.99 cumulative GPA and 3.0 semester GPA are eligible on the provisional method, must earn a 3.0 semester GPA each subsequent semester, must remain enrolled full-time every semester, and will be reviewed for continued eligibility at the end of each semester.**
- For students who first received TELS funding prior to Fall 2009, your eligibility ends when you earn a baccalaureate degree, or five years from the date of your initial enrollment at a post-secondary institution, whichever occurs first.
- For students who first received TELS funding Fall 2009 and thereafter, your eligibility ends when you earn a baccalaureate degree, five years from the date of your initial enrollment at a post-secondary institution, or after 120 attempted hours, whichever occurs first.
 - *A student who is enrolled in a program of study that exceeds 120 semester hours may receive the HOPE Scholarship until the student has attempted the lesser of the number of semester hours required to earn a baccalaureate degree or a total of 136 semester hours.*
- All courses for which you are enrolled on the final day of the drop/add period of each semester count toward your attempted hour total.
- **Your attempted TELS credit hour calculation will include the following:**
 - *Credit hours from all "A, B, C, D, or F" grades attempted*

- Credit hours from all withdrawal grades **including “W, WF, WP, NC, or NP” (Note: withdrawal hours count)**
- Initial and subsequent credit hours for **all** repeated courses
- All TELS credit hours attempted at previously attended institutions
- **Your attempted TELS credit hour calculation will not include the following:**
 - Dual-enrollment credit hours earned prior to high school graduation
 - AP Advanced Placement credit hours
 - DP Departmental Placement credit hours
 - CLEP credit hours
 - Military service credit hours
- Students who first received TELS funding Fall 2009 after, and took courses during the Summer of 2011, the credit hours and grades from the Summer 2011 courses **will not** be included in the credit hour calculation and the GPA calculation of your TELS award, *unless* you received the TELS funding during the Summer of 2011.

TELS GPA Requirements

- **Your TELS GPA may differ from your UT GPA.**
- **Your TELS GPA will include the following:**
 - All grades of “A, B, C, D, or F”
 - Initial and subsequent grades for all repeated courses beyond the first repeated course
 - Grades for developmental courses
 - All TELS grades earned at previously attended institutions
- **Your TELS GPA will not include the following:**
 - Correspondence credits
 - Dual-enrollment credits earned prior to high school graduation
- **Grades of “I” (Incomplete) will be counted toward your attempted TELS hours**, but will **not** count toward your TELS

GPA until an official grade is assigned. **An “Incomplete” grade resulting in an “F” grade will affect your eligibility for a TELS award and may result in cancellation of your award pending the recalculation of your TELS GPA.** You are required to notify the Office of Financial Aid & Scholarships of any grade change within 30 days of the change. Your cumulative TELS GPA will be recalculated once incomplete grades are posted.

- You have a one time option to repeat one course and utilize only the higher of the two grades in the calculation of the TELS GPA. This provision may be used during award and non-award periods. **It is the responsibility of the student** to notify the Office of Financial Aid & Scholarships when you elect to use this option.
- In addition to the previously listed GPA and credit hour requirements, you must maintain Satisfactory Academic Progress as determined by UT even if you have not reached one of the established credit hour checkpoints. This policy is available from the Office of Financial Aid & Scholarships or on our website at web.utk.edu/~finaid.

Withdrawal/Drop Process

- You must receive approval from the Office of Financial Aid & Scholarships when withdrawing from UT or changing your enrollment status from full-time to part time in order to maintain good standing for the TELS program. Approvals are only issued for extraordinary circumstances, such as the death of an immediate family member, documented serious illness, or military mobilization.
- If you withdraw from UT, you may have to repay a portion of the scholarship in accordance with the university’s published refund policy. **You also forfeit your scholarship for future enrollment at UT or any other institution.**
- Retroactive withdrawals to an earlier point in the semester could result in the total repayment of your TELS award.

Appeal Process

- **If you lose your TELS award due to your GPA, your award can be reinstated at the next 24 hour benchmark if your cumulative TELS GPA is increased to the required GPA.** You are not eligible for funding while attempting hours to improve your GPA, and you may only regain your scholarship one time. You must submit the form called “Request for Review of Hope GPA.”
- There is no appeal for any reason for the loss of your TELS award due to GPA.
- If you become ineligible to receive your TELS funding due to withdrawing or not maintaining continuous enrollment, you may submit **a written appeal** to the UT Institutional Review Panel (IRP), a committee comprised of university faculty and administrators.
- To submit an appeal, you should obtain and complete a TELS Appeal Form from the Office of Financial Aid &

Scholarships or download a copy from our website at web.utk.edu/~finaid. **Submit the appeal form with all supporting documentation to the Office of Financial Aid & Scholarships, 115 Student Services Bldg, Knoxville, TN 37996.**

- Your appeal will be reviewed within fourteen (14) calendar days of receiving your appeal and the IRP will respond, in writing, regarding the decision.
- If the IRP denies your appeal, you have forty-five (45) calendar days to appeal, in writing, directly to the Tennessee Student Assistance Corporation (TSAC) TELS Award Appeal Panel. Submit your written appeal to the Tennessee Student Assistance Corporation, 404 James Robertson Parkway, Suite 1950, Nashville, TN 37243-0820. **You are not permitted to appeal directly to the TSAC TELS Award Appeal Panel unless your appeal is denied by the UT Institutional Review Panel.** Appeals submitted to TSAC will be returned if they have not been first reviewed by the UT IRP.

More information about the TELS Program is available online at: www.CollegePaysTN.com.

This pamphlet is for information purposes only. Official TELS lottery rules and regulations are available from the Tennessee Student Assistance Corporation's website: <http://www.state.tn.us/sos/rules/1640/1640-01-19.pdf>