MTSU Scholarship
Request for Service Waiver

To maintain eligibility for MTSU scholarships, students must meet the minimum GPA required, must complete service hours (if required), and must be enrolled full-time every fall and spring semester. You may request a waiver of the service hours in certain circumstances, as indicated below.

### Name: (Please print clearly!)__________________ ID #: M __ __ __ __ __

Email Address: __ __ __ __ __ @mtmail.mtsu.edu Phone: (______) __ __ __ - ______

Please Note: If we need to contact you about your scholarship request or other matters, we will generally do so via your MTSU email address. Please be sure to check your MTSU email account on a regular basis throughout the year!

Please indicate the type of scholarship you have been awarded:

- National Merit/Achievement
- Chancellor
- Presidential
- Freshman Academic Service
- Phi Theta Kappa
- Transfer Academic Service

I am requesting a waiver of the scholarship service requirement for the ________________ semester due to the following reason: (select one)

- Enrollment in honors thesis course UH 4950, nursing or athletic training clinicals, or a social work practicum.
  - Attach a copy of your schedule with the applicable course name, number, and credit hours highlighted or otherwise indicated.
- Enrollment in student teaching (Residency 1 or Residency 2).
  - If you have already registered for student teaching: Attach a copy of your schedule.
  - If you have not already registered for student teaching: Turn in this completed form, then contact us at Tammy.Noragon@mtsu.edu after you register for student teaching.
- Enrollment in a study abroad program.
  - If you have already registered for study abroad courses: Attach a copy of your schedule.
  - If you have not already registered for study abroad courses: Turn in this completed form, then contact us at Tammy.Noragon@mtsu.edu after you register for your study abroad courses.
  - If you will not register at MTSU, please contact us at Tammy.Noragon@mtsu.edu so that we can confirm your study abroad participation through an alternate method.

Please Note: If you will not be able to complete some or all of the service hours due to extenuating medical or personal circumstances, you will need to file an Institutional Scholarship Appeal instead of this form. Please visit www.mtsu.edu/financial-aid/appeals.php to learn about that process.

Please initial to indicate your agreement:

- I understand that I must request a new waiver for each semester as applicable, unless I am notified otherwise.
- I understand that I must notify my supervisor of my requested waiver, to allow the supervisor to make any necessary arrangements. I will contact my supervisor immediately, rather than waiting for my waiver request to be processed.
- I understand that I will be reassigned to my current department after the waiver semester unless I or my supervisor requests a transfer, or unless I am notified that my waiver will automatically renew.
- I understand that I can check the status of my waiver request in RaiderNet (go to the Financial Aid tab, then click on Eligibility).

Student Signature: ___________________________ Date: ________________

For Office Use

- Approved
- Hold: RHACOMM
- Denied
- RJASEAR
- Email
- Dept/Supervisor: ____________________________ Processed by: __________

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