

**Military Service Appeal Form
Tennessee Education
Lottery Scholarship (TELS)**

To submit the completed form: **In person:** MT One Stop Student Services and Admissions Center (SSAC) – Room 210;
Mail: MTSU, MT One Stop, SSAC Room 260, 1301 East Main Street, Murfreesboro, TN 37132; **Fax:** (615) 494-7770. LOTMIL

If you do not meet residency requirements because of your parent’s military service but are otherwise eligible for a lottery scholarship, use this form to request a military exception on residency. If you did not or will not meet enrollment requirements because of your military service (for example, if you withdrew from all classes or did not enroll for a semester), use this form to request a military leave of absence. Visit our website at <http://www.mtsu.edu/financial-aid/appeals.php#lottery> for more information.

Name: _____ **MTSU 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!

Indicate the type of appeal:

- I did not enroll for one or more required semesters due to military service.
- I changed my enrollment status or withdrew during a semester due to military service.
- I do not meet residency requirements and/or did not attend an eligible Tennessee high school, due to military service or full-time DOD employment of one or both parents.

Please list the dates of military service: Start _____ End (if applicable) _____

Where were you or a parent stationed? _____

In which semester will you reenroll? Fall Spring Summer; Academic Year: 20____-20____

Have you previously filed a TELS appeal for any reason? Yes No

To appeal, provide the following information: **(Appeals will not be reviewed without verifiable documentation.)**

1. A personal statement regarding your situation.
2. Documentation required for your type of appeal, as noted on our website at <http://www.mtsu.edu/financial-aid/appeals.php#lottery> .

Please initial:

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

_____ I understand that I must enroll within 1 year of discharge and within 7 years of high school graduation to be eligible for a Tennessee Education Lottery Scholarship.

_____ I authorize the MTSU Financial Aid Office to release information to the Tennessee Student Assistance Corporation (TSAC) for review of my appeal.

Student Signature: _____ Date: _____

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|----------------------------|--|
| For Office Use Only | Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| | Signature of IRP or Director: _____ Date: _____ |
| | Comments: _____ |
| | Updated: <input type="checkbox"/> Egrands <input type="checkbox"/> SZATELS <input type="checkbox"/> RHACOMM <input type="checkbox"/> RPAAWARD <input type="checkbox"/> Decision Letter |

MTSU Military Service Appeal Form

Tennessee Education Lottery Scholarship

Note: If you joined the U.S. Armed Services, Tennessee National Guard or Armed Forces Reserves after becoming an MTSU student, then had a change of enrollment status or total withdrawal due to required military service, please do not complete this form. You are required instead to complete either a Change of Enrollment Appeal Form or Leave of Absence Request Form. For more information, please go to <http://www.mtsu.edu/financial-aid/appeals.php#lottery>.

1. Residency Requirement and Eligible TN High School Requirement (For New Freshmen and Transfer Students)

TSAC's TELS Policies and Procedures (1640-1-19-.05) state that "A student who is a Tennessee citizen and a dependent child of a full-time military parent may be eligible for Tennessee HOPE Scholarship as an entering freshman . . . if they meet all eligibility requirements...except that while the parent is a military parent the student does not reside in Tennessee immediately preceding the date of application for financial assistance; and the student did not graduate from an eligible high school as defined in T.C.A. §49-4-902 . . . a Tennessee home school or obtain a GED."

Residency

You may be eligible for a Tennessee Education Lottery Scholarship if you do not meet residency requirements due to the military service of one or both parents, but you meet all other eligibility requirements.

Dependents of Tennessee National Guard on active duty, Department of Defense employees, or full-time religious workers who maintain Tennessee residency while stationed out-of-state may qualify for a TELS award under this rule.

To qualify, you must submit documentation with this form that establishes that your parent's State of Record is Tennessee and that your parent has been stationed outside of Tennessee.

Documentation may include, but are not limited to, the following:

- A copy of form DD214
- A copy of the parent's Officer's Brief.
- A letter from the parent's commanding officer, signed and on official letterhead, that states that the parent's home of record was Tennessee at the point of entering the military. Also, the letter must state that the parent is still actively serving in the military.

Eligible TN High School Requirement

A dependent of a military/DOD parent or parents, who graduated from a high school outside of Tennessee, may be eligible to receive the HOPE Lottery Scholarship if all other requirements are met, and the high school was:

- Operated by the United States; or
- Accredited by the appropriate regional accrediting association for the state in which the school is located; or
- Accredited by an accrediting association recognized by the foreign nation in which the school is located.

Students graduating from high schools outside of Tennessee that do not meet the requirements listed above may still be eligible for the HOPE Scholarship if they completed high school in a home school program or obtained a GED.

Eligibility of the high school is determined by the MTSU Financial Aid Office, in cooperation with the Tennessee Student Assistance Corporation (TSAC).

Additional documentation may be requested from the student should it be necessary to determine the eligibility of the high school. You will be notified by e-mail to your MTSU student e-mail account.

2. Change of Enrollment Status or Withdrawal Due to Military Service (For Current MTSU Students)

TSAC's TELS Policies and Procedures (1640-1-19.21) state that "Members of the United States Armed Services, National Guard or Armed Forces Reserves...who are mobilized for active duty during a semester that is already in progress shall be granted a personal leave of absence...and shall not have their TELS award eligibility negatively impacted."

If you do not meet enrollment requirements due to active military service, you may request a Military Leave of Absence for the applicable semester(s). You are required to submit documentation to establish the location of the active service, as well as the beginning and end dates.

Documentation may include, but are not limited to, the following:

- Statement from the student explaining their circumstance.
- Copy of orders.
- Copy of form DD214 (must show student received a full honorable discharge)

NOTE: If you are requesting an exception for military service that occurred prior to attending MTSU, you must appeal directly to the Tennessee Student Assistance Corporation (TSAC). You may find more information at http://www.tn.gov/collegepays/mon_college/tels_appeals_exception.html.