

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 from the Office of Financial Aid & Scholarships or on the web at www.fafsa.ed.gov.
- The priority deadline is September 1st each academic year for the fall semester. You should apply as soon as possible after January 1st to receive priority consideration.

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 priority deadline of September 1st each academic year; however, we recommend completing the FAFSA prior to 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 will be officially established on the 14th calendar day of classes. **Full-time students must receive prior 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, prior to receiving approval, will lose the TELS award permanently.
- You must be **continuously enrolled for a minimum of six credit hours each semester** and remain enrolled in the fall and spring semesters to continue receiving your TELS award.
- Participation in an approved co-op, internship, National or International Student Exchange, or study abroad program is considered continuous enrollment.
- Awards will be pro-rated for students enrolled less-than-full-time during fall and spring semesters and remaining amounts may be used during the summer semester.

TELS Credit Hour Calculation

- **Your attempted TELS credit hour calculation may differ from your attempted UT credit hour calculation.**
- Your eligibility is reviewed every 24 attempted TELS credit hours.
- After the first 24 attempted hours, you must have a **minimum TELS cumulative grade point average (GPA) of 2.75.**
- After each additional 24 attempted hour increments (48, 72, 96, and 120 attempted TELS hours), you must have a **minimum TELS cumulative GPA of 3.0.**
- Your eligibility ends when you earn a baccalaureate degree, have attempted 120 or more TELS credit hours (136 TELS hours for official five-year programs) or five years from the date of your initial enrollment at a post-secondary institution, whichever occurs first.
- All courses for which you are enrolled as of the 14th calendar day of each semester (or comparable dates for the shorter summer sessions) count toward your 120-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"**
 - 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
- **Your attempted UT credit hour calculation will include the following:**
 - Credit hours from all "A, B, C, D, or F" grades attempted
 - Credit hours from withdrawal grades of "WF"
 - Initial and subsequent credit hours of repeated 300 Level courses or above
 - Initial and subsequent credit hours beyond the first three repeated 100 or 200 Level courses
 - Accepted transfer credit hours from previously attended institutions
 - Correspondence credit hours

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/WF"
 - Initial and subsequent grades for all repeated courses beyond the first repeated course; highest grade is used.
 - 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
- **Your UT GPA will include the following:**
 - All grades of "A, B, C, D, or F/WF"
 - Initial and subsequent grades of repeated 300 Level courses or above
 - Initial and subsequent grades beyond the first three repeated 100 or 200 Level courses
 - Correspondence credits
- **Your UT GPA will not include the following:**
 - Initial grades for the first three 100 or 200 Level courses which have been repeated
 - All grades earned at previously attended institutions
- **Grades of "I" (Incomplete) will be counted toward your attempted TELS hours, but will not count toward your TELS GPA or your UT GPA until an official grade is assigned. An "Incomplete" grade resulting in an "F or WF" 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 prior approval from the Office of Financial Aid & Scholarships before withdrawing from UT or changing your enrollment status from full-time to part time 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.
- **Without prior approval**, 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 eligibility, your award can be automatically reinstated at the next 24 hour benchmark by increasing your cumulative TELS GPA to 3.0.** You are not eligible for funding while attempting hours to improve your GPA and you may only regain your scholarship one time. Or, students who lose TELS eligibility due to extraordinary circumstances, such as the death of an immediate family member, documented serious illness, or military mobilization, may appeal for reinstatement of the award.
- If you become ineligible to receive your TELS funding, 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/tsac/telsrules.pdf>