JSCC Tennessee Promise/ Tennessee Education Lottery Scholarship
Appeal/Leave of Absence Request Form

Complete the following information and return to the Financial Aid Office, Student Union Building.

Name: ________________________________________  JSCC Student ID #: _______________________
Address: _____________________________________  Telephone #: ____________________________
City: __________________________________________  State and Zip: ____________________________

For which semester are you appealing/requesting a leave of absence? _________

Indicate the type of appeal:
☐ Dropping from full-time to part-time
☐ Completely withdrawing from the term
☐ Non-continuous enrollment for one or more semesters
☐ Failure to enroll during the initial fall semester following high school graduation

Note: If you lost your scholarship due to GPA, you are not eligible to appeal the loss.

Indicate the reason for appeal:
☐ Personal Illness
☐ Illness or death of immediate family member
☐ Extreme financial hardship of the student or student’s immediate family
☐ Military service
☐ Fulfillment of a religious commitment expected of members of the student’s faith

Required Documentation:
Appeals will not be reviewed without verifiable documentation.
• Detailed signed letter explaining the request for a leave of absence/appeal.
• Supporting documentation (see second page for examples of acceptable documentation).

Please read and initial the statements below:
_____ I verify that all information and documents I have provided are true and accurate.
_____ I understand if my Leave of Absence/Appeal request is approved, my Tennessee Promise Scholarship and/or
Tennessee Education Lottery Scholarship will be reinstated beginning the semester I resume my education. If
this request is denied, and I take a leave of absence, I will lose my Tennessee Promise Scholarship for all
subsequent semesters.

Student Signature: ____________________________ Date: _______________

For Office Use Only **Print student schedule and transcript from JWeb and attach to form**
Request is:  ☐ Approved  ☐ Denied
Signature of IRP ex-officio: ____________________________ Date: __________
Comments: __________________________________________
Initial after updating: eGRandS_____ RPAAWRD_____ Decision Letter____ RHACOMM_____
<table>
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<tr>
<th>Reason for Appeal/Leave of Absence</th>
<th>Appropriate Documentation Examples</th>
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<td>Major Illness of Student</td>
<td>• Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the student is still under medical care. This statement must be on appropriate letterhead and signed.</td>
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| Major Illness or Death of an Immediate Family Member (Parent, Sibling, Spouse, or Child) with Whom the Student Lives | • Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the student is still under medical care. This statement must be on appropriate letterhead and signed.  
  • Copy of obituary.  
  • Copy of an official death certificate. |
| Extreme Financial Hardship of Student or Immediate Family with whom the Student Lives or Upon Whom the Student is Dependent | • A signed letter explaining, in detail, the nature of the extreme financial hardship and what action the student and/or family is taking to deal with the situation.  
  • Documentation of the current family income (student and parents – if dependent), outstanding medical expenses not covered by insurance, etc.  
  • Copies of court documents that will support the basis for appeal. |
| Fulfillment of Religious Commitment of all Students in a Specific Faith                           | • A signed letter indicating the name of the religion, how and when the student became a member of that religion, and the contact information of the local branch with which the student is affiliated.  
  • A signed letter from a cleric or officer of the local branch of the religion stating what type of religious commitment is required of the student, when the commitment must be fulfilled, the time frame for fulfilling that commitment, and who is expected to fulfill that commitment. |
| Military Obligations of Student                                                                  | • Copy of activation letter for student who is activated. |