

## **JSCC Student Acknowledgement of the Tennessee Education Lottery Scholarship (TELS) Policies and Procedures**

Carefully read the information below and submit a signed copy of this form acknowledging that you have read and understand all of the stated information. Failure to return the signed acknowledgement will delay the disbursement of your scholarship, and may impact your right to appeal the loss of the scholarship.

1. The TELS award letter is issued by the Tennessee Student Assistance Corporation (TSAC). All award amounts are **tentative**. Awards may be reduced because of less than full-time enrollment or additional aid received from other sources. A student must continuously enroll in a degree program for at least six credit hours each semester to be eligible for the award.
2. A FAFSA must be completed each year prior to September 1st to be considered for renewal of TELS. Verification of the FAFSA data may be required prior to the disbursement of lottery funds.
3. The ASPIRE award requires an Adjusted Gross Income (AGI) of the student or parent from the previous year's tax return to be below \$36,001. The law requires that the AGI requirement be met each year. Therefore, if the AGI exceeds \$36,000 in future years, the award will be changed from the ASPIRE award to the HOPE award.
4. Award adjustments will be made for changes in enrollment until the census date. The census date is defined as the 14<sup>th</sup> calendar day from the first day of class each semester.
5. After the census date and receipt of funds from TSAC, awards will be applied to student accounts based on the TSAC official payment roster. JSCC will certify the student enrollment status on or after the census date. After certification, funds are typically received from TSAC within 14 – 18 business days. TELS awards cannot be applied to student accounts until requested documents, this student acknowledgement, and funds have been received.
6. **Withdrawal from school or dropping below full-time enrollment status after the census date requires prior approval. Full-time students who drop below full-time after the census date without prior approval will automatically lose their scholarship for future terms!!** JSCC may grant prior approval only when there are documented medical or personal grounds. To obtain prior approval, the student should complete the "Change of Enrollment Status" form, write a letter of explanation, and submit this petition (along with required documentation) to the JSCC Financial Aid office. The Institutional Review Panel (IRP) will then determine whether or not permission will be granted. The "Change of Enrollment Status" form is available at [www.jsc.edu/financialaid/scholar-forms.htm](http://www.jsc.edu/financialaid/scholar-forms.htm).
7. Any institutional refund of tuition for drops or withdrawals is subject to be returned to TSAC.
8. Incomplete and other grade changes may make a student eligible or ineligible for the TELS and their award status will be adjusted accordingly for the semester in which the grade change occurred as well as subsequent semesters. **A student must notify the Financial Aid Office within 30 days of a grade change.**
9. TELS recipients who pre-register may use their award to offset tuition at the time the award appears as estimated aid on their account. However, TELS awards will be removed if eligibility is not maintained and student accounts will be adjusted accordingly.
10. **Satisfactory Academic Progress (SAP) according to the Financial Aid Office must be met each semester to retain the scholarship.** This policy may be found at [www.jsc.edu/financialaid/sp-policy.htm](http://www.jsc.edu/financialaid/sp-policy.htm).
11. Students must maintain eligibility standards for continuation of the scholarship. The TELS attempted hours and QPA may differ from the institutional attempted hours and QPA. The TELS QPA may be accessed on the Student Self Service on the JSCC website. The eligibility standards for continuation are checked at the benchmark hours listed below:
  - 24 attempted credit hours and minimum 2.75 TELS QPA
  - 48, 72 and 96 attempted credit hours and minimum 3.00 TELS QPA

12. Repeated courses will not replace the hours or original grades for the calculation of the TELS QPA. However, there is an option to repeat one course during the student's college career and have it replace a prior grade. To use this option, the "TELS Repeat" form must be completed. This option may only be used once. The "TELS Repeat" form is available at [www.jsc.edu/financialaid/scholar-forms.htm](http://www.jsc.edu/financialaid/scholar-forms.htm).
13. Students may receive the TELS award for up to 120 attempted credit hours or 5 years.
14. Students who lose the TELS award and have extenuating circumstances may appeal for reinstatement to the JSCC Institutional Review Panel (IRP). However, the **minimum QPA requirement may not be appealed**. If the TELS QPA falls below the required QPA, students will lose the TELS and cannot have it reinstated for future semesters unless their TELS QPA is brought back up to the required QPA by the next benchmark. Students who accomplish this may request that the Financial Aid Office re-evaluate their TELS status at that time by completing the "TELS Regain" form. This option can only be used once. The "TELS Regain" form is available at [www.jsc.edu/financialaid/scholar-forms.htm](http://www.jsc.edu/financialaid/scholar-forms.htm).
15. Students who are unable to timely enroll in an eligible institution as required due to medical or personal reasons may appeal to the Institutional Review Panel or the TSAC Award Appeal Panel.
16. If Jackson State discovers an award made in error, the TELS award will be adjusted or cancelled and the student must make repayment to Jackson State. If a repayment is due for any other reason, the student will be responsible for repayment to TSAC. A TELS recipient will be ineligible for any TSAC administered aid until the repayment obligation is resolved.
17. There is a bulletin board with lottery information posted outside of the Financial Aid office in the Student Union Building and additional information resources on our JSCC website at [www.jsc.edu/financialaid/lotteryschlar.htm](http://www.jsc.edu/financialaid/lotteryschlar.htm), including a Lottery Tidbits page and links to the TSAC website. For questions or concerns, please contact Jennifer Byrd in the Financial Aid office at 731-424-3520 ext. 477, 1-800-355-5722 ext. 477, or [jbyrd@jsc.edu](mailto:jbyrd@jsc.edu).

I have read and understood the above information. I understand that it is my responsibility to check with the Financial Aid office regarding the impact of changes to my major or enrollment status on my Tennessee Education Lottery Scholarship and for any questions I may have.

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Signature

SSN

Date

### TELS Forms – Quick Reference

1. Change of Enrollment Status – petition to drop or withdraw from classes and to appeal loss of scholarship based on drops/withdrawals.
2. Request for Leave of Absence – petition for permission to sit out a semester
3. TELS Repeat – request that a poor grade in a specific course be replaced with a higher grade obtained by repeating that course (can only be used once)
4. Request for Reinstatement - request reinstatement due to grade changes (must be submitted to the Financial Aid office within 30 days of grade change)
5. Request for Exemption of Timely Enrollment –request permission to delay enrollment in college after high school or GED completion
6. TELS Regain – petition for reinstatement at the end of a benchmark semester (completion of 48, 72, 96, or 120 hours) in which the TELS QPA is brought back up to a 3.0. This option can only be used once and only by students who lost their scholarship due to QPA. Also, these students must maintain regular eligibility requirements for continuation of the scholarship, even while they are not receiving it.