



HOPE Lottery Scholarship Appeals

The Tennessee Education Lottery Scholarship (TELS) is awarded based on policies set forth by the Tennessee Student Assistance Corporation (TSAC). TSAC’s TELS policy allows an appeal process for students who fail to meet enrollment requirements due to extenuating medical or personal circumstances.

Tennessee Lottery Legislation **DOES NOT** grant the authority to allow appeals (**regardless of the circumstances**) for the following:

- GPA requirements for both initial and continuing eligibility.
- Score requirements for ACT, SAT, and GED tests.
- Limit on attempted hours or years of enrollment.
- Income limit for a Need-Based Supplemental Award.
- Residency status.

However, TELS regulations **DO** allow for students who are denied eligibility to appeal the following:

- Change of enrollment from full time to part time or from part time to less than 6 hours after the last day to drop a class without a “W”. The change of enrollment must be approved in advance for non-emergency situations.
- Withdrawal from the university.
- Failure to enroll within 16 months of high school graduation, home school completion, or GED test date.
- Failure to enroll for one or more required semesters.
- Other extraordinary circumstances beyond your control (must be verifiable and thoroughly documented by authoritative sources).

If, after reviewing the information above, you feel that you can meet the criteria for an appeal, please complete the University of Memphis TELS Appeal Form. Make sure you supply all information requested on the form, sign and date the form, attach all appropriate documentation, submit the form to the Scholarship Office, and keep a copy of the form and all documentation for your records.

REMEMBER: Appeals will not be reviewed without verifiable documentation of one’s extenuating and/or personal circumstances.

Please use the following table for example reasons for appeals and examples of appropriate, verifiable documentation.

Example Reasons for Appeals	Examples of Appropriate, Verifiable Documentation
Major illness or injury of student	<ul style="list-style-type: none"> ✓ Typed statement from medical doctor or other licensed health care provider, on letterhead, indicating the type of illness or injury, the date of onset, and whether the student is still under medical care or has been released. ✓ Police accident report.
Major illness, injury, or death of an immediate family	✓ Typed statement from medical doctor or other

<p>member (parent, sibling, spouse, child) with whom the student lives</p>	<p>licensed health care provider, on letterhead, indicating the name of the patient, relationship to the student, the type of illness or injury, the date of onset, and whether the patient is still under medical care or has been released.</p> <ul style="list-style-type: none"> ✓ Police accident report. ✓ Copy of obituary or other death notice published in a newspaper. ✓ Copy of an official death certificate.
<p>Extreme financial hardship of student or immediate family with whom the student lives or upon whom the student is dependent</p>	<ul style="list-style-type: none"> ✓ A 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, outstanding medical expenses not covered by insurance, etc. ✓ Copies of court documents that will support the basis for appeal.
<p>Fulfillment of religious commitment of all students in a specific faith</p>	<ul style="list-style-type: none"> ✓ A letter stating 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 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.
<p>Military obligations of student or of immediate family member with whom the student lives</p>	<ul style="list-style-type: none"> ✓ Copy of activation letter for student who is activated is sufficient.

The University of Memphis HOPE Appeal Guidelines

The University of Memphis has established an Institutional Review Panel (IRP) to hear appeals for students who are denied or who lose their HOPE Scholarship. If you receive notice that you have lost your eligibility for the HOPE Scholarship, you have 30 days to file an appeal with the Scholarship Office. (Additional time, up to a maximum total of 45 days, will be granted in the event of verifiable, documented extenuating circumstances).

The IRP has six (6) meetings a year to hear appeals for the HOPE Scholarship. According to TSAC TELS policies and procedures, students must receive notification within fourteen (14) days of their appeal decision. Thus, please use the following table for the dates of this year's IRP meetings and when HOPE Appeals are accepted by the Scholarship Office for review.

2016 IRP Meetings	Appeals Accepted
January 06, 2017	December 19, 2016 –January 05, 2017
March 17, 2017	March 6 – March 16, 2017
May 19, 2017	May 8 - May 18, 2017
June 23, 2017	June 12 – June 22, 2017
August 04, 2017	July 24 - August 03, 2016
October 27, 2017	October 16 – October 26, 2017

Important Reminders:

In the event you receive notification of loss of TELS eligibility, you...

- ✓ Must submit your appeal during the above specified dates.
- ✓ Should give the Scholarship Office and the TELS Institutional Review Panel (IRP) a **minimum** of two (2) weeks to review and respond to your appeal;
- ✓ Have the right to appeal to the Tennessee Student Assistance Corporation(TSAC) in Nashville within 45 days upon receipt from the IRP that your appeal has been denied:

Tennessee Student Assistance Corporation

% Lottery Scholarship Award Appeals Panel

Suite 1510, Parkway Towers

404 James Robertson Parkway

Nashville, TN 37243

NOTE: Any Information regarding the HOPE Lottery Scholarship on this website may be subject to change or be corrected as necessary without prior notice.

*Annual Updates to the TELS Rules: The state legislature typically makes changes to the TELS rules in June of each year. The University of Memphis receives official notification of the new rules and procedures in late July or August of that year. This website may include basic information about the changes before that time, but detailed information about the new rules is generally not available until early October. If you wish to learn about any recent changes, please visit TSAC's website at <http://www.tn.gov/collegepays>.

**The University of Memphis
Scholarship Office
TELS Award Appeal Form**

Complete the information below and return to the Scholarship Office at 201 Wilder Tower. You will be notified within fourteen days regarding your appeal. Prior to completing this form, please review all information attached.

Name _____
Last First Middle

Student UID: _____

Phone Number: _____ Alternate Phone Number: _____

Mailing Address _____
Street City State Zip Code

* Campus E-mail Address _____

* Alternate E-mail Address _____

***NOTE: You will be notified by e-mail regarding your appeal**

For what semester are you appealing? _____

Please indicate future HOPE reinstatement semester? _____

Please check which type of appeal applies: Change in enrollment status Withdrawal from the University

Indicate the reason for the appeal: _____ Personal Illness _____ Extreme Financial Hardship
_____ Military Service _____ Religious Commitment
_____ Other extraordinary circumstance beyond student's control
_____ Illness or death of immediate family member

To submit an appeal, you must read all material attached, supply all information requested on this form, sign and date the form, submit form to the Scholarship Office **within the appropriate dates**, and provide the following information:

1. Attach a detailed letter that is **typed** explaining your petition for eligibility, and what actions you have taken to correct the situation (if applicable).
2. Enclose copies of supporting documentation (such as death certificate or statements from medical doctors, advisors, psychologists, etc.)

REMEMBER: Appeals will not be reviewed without verifiable documentation of one's extenuating and/or personal circumstances.

I certify that I have reviewed the HOPE Lottery Scholarship appeal guidelines attached. I also certify that all of the above statements and attached documentation are true and accurate.

Student Signature: _____ Date: _____

For IRP Use Only: IRP Appeal Decision _____ Approve _____ Denied

Signature of IRP Official: _____ Date: _____

Comments: _____