

TN Education Lottery Scholarship (TELS) Entrance Counseling

Prior to disbursing of TELS funds, recipients are required to read the following statements, complete the certification page, and return the certification page to the Office of Student Financial Planning at Union University. You should retain the text portion for your files. Email finaid@uu.edu or call 731-661-5015 with any questions.

Awarding and disbursing TELS funds

TELS Awards consist of the HOPE Scholarship, the General Assembly Merit Scholarship, the HOPE Aspire Award, and the HOPE Access Grant. TELS Awards are made according to Tennessee Code Annotated, Title 49, Chapter 4, amended, and Union University's current financial aid practices.

TELS awards will not be included in a student's award package until the student's name appears on the Tennessee Student Assistance Corporation (TSAC) official TELS Roster for Union University.

A student's initial TELS award will not be disbursed until after the student has completed TELS Entrance Counseling, and submitted the certification page to the Office of Student Financial Planning.

TELS awards may be disbursed (credited to the student's account) in advance of the school receiving TELS Funding. If such funding is not subsequently received by Union University due to any reason, the student's TELS Award may be rescinded.

Credit balances resulting from a TELS award will not be refunded to the student until after TELS funds have been received from TSAC.

TELS awards will be prorated for enrolling at less than full-time enrollment status. A student may lose his TELS award if he enrolls at full-time status, but during the semester drops to less than full time status without prior approval from the Office of Student Financial Planning. (See Loss of Eligibility).

Concurrent Enrollment

A Union student enrolled in another eligible institution at the same time he is enrolled at Union will be eligible to receive the TELS award at Union for the total number of enrolled hours.

Note: School policy requires that a student apply in the Academic Center for permission for concurrent enrollment. A student wishing to receive TELS funding for concurrent enrollment must provide the Office of Student Financial Planning a copy of the Academic Center's permission, as well as enrollment information from the host institution. These documents must be submitted to the Office of Student Financial Planning no later than 14 days after the semester begins.

Continued eligibility

- The student must file the FAFSA each year prior to September 1.
- Cumulative GPA and attempted hours for TELS eligibility differ from Cumulative GPA and attempted hours for academic purposes. The Registrar keeps a record of TELS hours attempted and TELS GPA for purposes of determining continued eligibility. Please see <http://www.uu.edu/financialaid/hopescholarship.cfm#policies> for a list of how courses are counted for TELS continued eligibility.
- The student must achieve a TELS Cumulative GPA of 2.75 for the semesters in which he/she has a total of 24 and 48 TELS hours attempted.
- For the semesters in which the student has a total of 72, 96, and 120 TELS hours attempted, he/she must achieve one of the following:
 - Achieve a TELS Cumulative GPA of 3.0, OR
 - Achieve a TELS Cumulative GPA of 2.75-2.99 AND a semester GPA of 3.0 or above.

Loss of eligibility

- A student will lose eligibility if he/she fails to achieve the required cumulative GPA for a benchmark semester.

Special case: If a student who loses TELS due to GPA subsequently has a grade changed that results in a higher TELS GPA, he/she may request reinstatement by submitting the [TELS Request for Reinstatement of Award](#) to the Office of Student Financial Planning within 30 days of the grade change. If a student who at first qualifies for TELS for a semester, then a grade change results in a TELS GPA lower than what is required, that student loses the TELS for that semester and all subsequent semesters.

- A student will lose eligibility if he/she does not maintain continuous enrollment, defined as enrollment in both fall and spring semesters of an academic year. Exceptions may be made if the student is granted a Leave of Absence for certain documented medical or personal reasons. A student must submit the [TELS Request for Leave of Absence](#) to the Office of Student Financial Planning to obtain approval.
- A student will lose eligibility if he/she drops from full-time to part-time within a semester without prior approval. A student should submit a [TELS Request for Approval of Change of Enrollment Status](#) to the Office of Student Financial Planning for approval before dropping to part-time. If a student fails to obtain prior approval, or if request for prior approval is denied and the student drops to part-time anyway, the TELS award for that semester will be prorated and the student will not be eligible for TELS in any subsequent semester.
- A student loses eligibility when he/she has earned his/her baccalaureate degree, or five calendar years have passed from the student's initial start in the TELS program.

If a student loses a TELS Award due to failure to achieve required GPA, he may regain the award by improving his TELS GPA during a subsequent benchmark semester. This regain provision may only be used once.

If a student loses a TELS Award for any other reason, he/she is no longer eligible to receive it in any future semester.

Union University will in no case replace TELS funds for which the student has failed to meet continued eligibility requirements with institutionally controlled funds.

Appeal Process

A student who has been denied TELS because of loss of eligibility may appeal to Union's TELS Institutional Review Panel (IRP) if he/she has certain documented medical or personal reasons. The IRP will either approve the appeal, or request a hearing. If the appeal is ultimately denied by Union's IRP, the student may further appeal the case to the IRP of TSAC. Appeal for reinstatement of eligibility is made by submitting the [TELS Eligibility Appeal Form](#) to the Office of Student Financial Planning. *Note: The Attorney General of TN has ruled that failure to achieve the required GPA is NOT appealable.*

Awards Made in Error

If a TELS award is made to a student in error, the school will cancel the award. If the award has been credited to the student's account, the amount will be debited back and the student will owe that amount. The student is ineligible to receive further state funded assistance until the amount is paid.

Overawards

If the total of all a TELS recipient's awards, including outside assistance, is greater than the school's established Cost of Attendance, a TELS overaward exists. The school will adjust the student's awards according to state regulations.

TELS Entrance Counseling Certification Statement

Print Student Name

Student ID or SS#

Home Address

City, State, Zip

I certify that I have read and understand all the statements on the TELS Entrance Counseling Disclosure.

Student Signature

Date

Please Return to:

Office of Student Financial Planning
Union University
1050 Union University Drive
Jackson, TN 38305

TELS Funds will NOT be applied to your bill until this certification is received.