

# Union University TELS Eligibility Appeal Form

FOR OFFICE USE ONLY

\_\_\_\_\_  
Date of Receipt

Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID \_\_\_\_\_  

Last
First
M.I.
mm/dd/yy

My TELS was denied for \_\_\_\_\_ due to \_\_\_\_\_  
term/year

My TELS was revoked for \_\_\_\_\_ due to \_\_\_\_\_  
term/year

*Check the reason or reasons for your appeal, attach the required documentation, and furnish required signatures. Submit to the Office of Student Financial Planning of Union University.*

Reason for appeal	Documentation needed
<input type="checkbox"/> Illness of student	Attach a letter from your doctor indicating the type of illness, the date of the onset, and if you are still under a doctor's care or have been released.
<input type="checkbox"/> Illness of an immediate family member (parent, stepparent, sibling, or other household member)	Attach a letter from the doctor indicating the name of the patient, relationship to the student, the type of illness, the date of the onset, and if the patient is still under a doctor's care or has been released.
<input type="checkbox"/> Death of an immediate family member (parent, stepparent, sibling, or other household member)	Attach a copy of the obituary or notice of death from the newspaper. Indicate the deceased's relationship to you.
<input type="checkbox"/> Extreme financial hardship of student or student's immediate family (the family with whom the student lives)	<p>a) Attach a letter explaining in detail the nature of the extreme financial hardship and what action the family is taking to deal with this hardship.</p> <p>b) Attach documentation detailing the current income of the family, current outstanding credit card debt, outstanding medical expenses not covered by insurance, etc. Also detail the monthly expenses for the family including minimum credit card payments, rent or mortgage, car payments and other installment payments, insurance, average phone and utilities expenses, food and clothing expenses.</p> <p>c) If legal action has been taken, attach copies of court documents that will support your request.</p>

<input type="checkbox"/> To fulfill a religious commitment expected of all students of that faith	<p>a) Attach a letter stating the name of your religion, how and when you became a member of that religion, and the local branch with which you are affiliated.</p> <p>b) Attach a letter from a cleric or officer of the local arm of your religion which states what type of religious commitment is required, when the commitment must be fulfilled, the time frame for fulfilling that commitment, and who is expected to fulfill that commitment.</p>
<input type="checkbox"/> Other extraordinary circumstances beyond the student's control where fulfilling the eligibility requirement would create a substantial hardship	<p>Attach a letter detailing the extraordinary circumstances beyond your control, and why those circumstances prevent you from fulfilling a particular eligibility requirement.</p>
<input type="checkbox"/> Entered active military duty within 2 years of graduation from a TN high school, completing a TN home school, or obtaining GED.	<p>a) Attach documentation of your entry into the active military, your DD214 if you have been released, and a copy of your high school transcript or diploma, or GED</p> <p>b) Attach a signed and dated statement certifying you have not attended a postsecondary school since you obtained your diploma or GED.</p>
<input type="checkbox"/> Cumulative GPA has been recalculated due to an incomplete being replaced with a grade	<p>Provide notification from the Office of the Registrar listing the course and term which had been assigned the Incomplete, the date and letter grade assigned to the course, and the new TELS Cumulative GPA.</p>
<input type="checkbox"/> Cumulative GPA has been recalculated due to error (you may not appeal errors from other institutions)	<p>Provide notification from the Office of the Registrar explaining the nature of the error, when it was corrected and the new TELS Cumulative GPA.</p>
<input type="checkbox"/> Other	<p>Attach a letter detailing the reason you believe you have an appeal, and explain in detail the circumstances.</p>

*Documentation signature requirements: All letters attached to this appeal must bear the signature of the author and contain the name of the student. Letters authored by a dependent student must also bear the signature of one parent. All other documentation must be identified as to the source. In addition the following statement must be signed by the student and in the case of a dependent student, one parent.*

I certify that the information and documentation submitted for appeal is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if student is dependent)

\_\_\_\_\_  
Date