

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

TENNESSEE EDUCATIONAL LOTTERY SCHOLARSHIP - REQUEST FOR LEAVE OF ABSENCE

Please Note: A request for leave of absence may only be granted for personal or medical reasons and may not be granted after a student has stopped attending classes.

Complete the following information and return to the Financial Aid Office, Farris 2102, Macon Cove Campus, or Financial Aid Office, UM 132D, Union Avenue Campus. You will receive a written response to your request within 21 business days of date appeal received in the Financial Aid Office.

Printed Name _____ SSN _____ Date _____

Printed Address _____ City _____ State _____ ZIP Code _____

Work Telephone _____ Home Telephone _____

If your request is approved, your scholarship award will be reinstated beginning with the semester that you resume your education, as long as all other applicable eligibility criteria are met. If your request is denied, and you take a leave of absence from your program of study anyway, you will lose your scholarship award for all subsequent semesters at any school. Denial of your request for a leave of absence can be appealed through the Tennessee Education Lottery Scholarship process.

I request a leave of absence from my program of study beginning _____ (month/day/year) due to:

Attach a detailed letter of explanation that is typed or legibly written along with supporting documentation.

- Illness of student. Attach a letter from your doctor indicating the type of illness, the date of the onset, and that you will medically be unable to attend classes for at least one full semester.
- Illness of an immediate family member (spouse, child, father, mother, brother, sister, mother-in-law, father-in-law). Attach a letter from the relative's doctor indicating the type of illness, the date of onset, if the relative is still under a doctor's care or has been released with the release date, and your and the doctor's statement indicating why your presence is needed.
- Death of an immediate family member (spouse, child, father, mother, brother, sister, mother-in-law, father-in-law). Attach a copy of the obituary or death certificate. Indicate your relationship.
- Extreme financial hardship of student or student's immediate family, requiring student to accept employment that conflicts with student's program of study or that affects student's ability to pay tuition and fees. (1) Attach a letter from current employer with date of hire and hours of work. (2) Attach documentation detailing that current income of the family, medical expenses not covered by insurance, or other documentation of an unusual nature (credit card debt must be documented that it was incurred for uninsured medical expenses). If legal action has been taken, attach copies of court documents that will support your request.
- Other extraordinary circumstances beyond the student's control where continued enrollment would create a substantial hardship. Attach a letter detailing the extraordinary circumstance beyond your control and why those circumstances prevent your continued enrollment.
- To fulfill a religious commitment required of all persons of your faith. Attach a letter detailing the religious requirement and why this requirement prevents your continued enrollment.
- Military mobilization for active duty of yourself, spouse, child, father, or mother or relocation due to Department of Defense assignment. Attach a copy of the military paper mobilizing you or your relative into active duty or proof of work assignment as Department of Defense employee.

I certify that the information and documentation submitted for leave is true and accurate to the best of my knowledge. I authorize the office of Southwest Tennessee Community College Financial Aid to release information to the Tennessee Student Assistance Corporation.

Student Signature _____ Date _____

For Office Use Only

Request for Leave of Absence is: Approved Denied

Chairman, Southwest IRP _____ Date _____