



Appeal for a Change of Enrollment Status from Full-Time to Less Than Full-Time

During the evening of the 14th day of the fall and spring semesters, the NSCC Financial Aid Office takes a snap shot of the enrollment status for Tennessee Promise recipients. This is referred to as the "census date". TN Promise awards are credited to student accounts based on enrollment as of the census date.

According to TN Promise rules, students must be enrolled in at least 12 hours each semester at the census date and must complete at least 12 hours each semester to maintain eligibility. If the student drops below 12 hours (official or unofficial withdrawals), the student loses TN Promise eligibility during subsequent semesters.

Students may submit an appeal if they fail to complete 12 hours. If the appeal is granted, the student will not lose future eligibility for a TN Promise award as long as the student continues to meet other eligibility requirements.

As per TN Promise rules, an appeal due to change of enrollment status must be based on documented medical or personal reasons. **Please check as applicable:**

- ☐ Illness of student
- ☐ Illness or death of an immediate family member
- ☐ Extreme financial hardship of the student or student's immediate family
- ☐ Other extraordinary circumstances beyond the student's control where continued full-time or part-time attendance by the student creates a substantial hardship.

In addition to checking one of the above reasons, you must attach a **signed letter of explanation** regarding the reason checked and provide adequate documentation.

Name _____ SID _____
Address _____ Phone # _____
E-Mail _____

You must provide this "Appeal to Change Enrollment Status" Form **and** your signed letter of explanation **and** adequate documentation to Natalie Luttrell, Financial Aid Counselor. If you have questions, Ms. Luttrell can be reached at (615) 353-3105 or Natalie.Luttrell@nscc.edu

NSCC
Financial Aid Office
Attention: Natalie Luttrell
120 White Bridge Road
Nashville, TN 37209

By signature, I confirm that the above information and the related attachments are true and accurate:

Student Signature: _____ Date _____

FOR OFFICE USE ONLY

Approved _____; Denied _____; Reviewed By: _____; Date _____
Basis of Decision: _____

Date student was notified of decision: _____

TELS2D/0710