NORTHEAST STATE
We're here to get you there

Repeat Option Request Form
Tennessee Education Lottery Scholarship

Complete the following information and return to :

Northeast State Community College
Financial Aid Office
2425 Hwy 75, P.O. Box 246
Blountville, TN 37617
Fax: 423.323.0232

Please Note:
Please allow 3 to 4 weeks for consideration of your request. A response will be sent to you within 4 weeks.

Name: _____ **Phone:** (_____)_____ **Student ID:**_____

Address: _____
Street Apt. # City State Zip

E-mail Address: _____

TSAC's TELS Rules (1640-1-19-.22-(2)) states that "credit hours that were repeated shall be included in the postsecondary cumulative grade point average calculation, and are counted towards the limitation on credit hours." The policy allows for a student to have a "one time option to repeat one course and utilize only the higher of the two grades in the calculation of their postsecondary grade point average for purposes of determining continued eligibility for a TELS award."

Please provide the following information about the repeated course:

	Term (ex. 2009 Fall)	Course Prefix and No. (ex. ENGL2010)	Grade Earned	School (ex. Northeast State)
1st Attempt:	_____	_____	_____	_____
2nd Attempt:	_____	_____	_____	_____

Please initial to indicate your understanding of the following statements:

_____ I am exercising my one-time-only Repeat Option to exclude the earlier of two grades for the *same course*. I have not exercised this option at Northeast State or another school. I understand that all repeated courses, other than the course listed above, will count in my TELS GPA.

_____I understand that exercising this option will affect *only* my TELS GPA and will have no impact on my Northeast State GPA.

_____I understand that all courses, including both courses listed above, will count in my TELS attempted hours.

_____I understand that exercising this option does *NOT* guarantee that my TELS GPA will meet the minimum renewal requirements.

_____I have consulted with an academic advisor regarding this Repeat Option.

_____I understand that I will not be able to make changes to or withdraw my request after I submit it.

Student Signature: _____ Date: _____

For Records and Financial Aid Office Use Only

☐ **Processed**
☐ **Not Processed:** _____ ☐ Notified Student

	Course (Transfer #)	Term
X		
R		

Initials_____Date_____

Updated: ☐SZATELS ☐RHACOMM ☐RPAAWRD

Orig GPA	New GPA
Bracket	AHrs
Orig Status / /	New Status / /

Initials_____Date_____

Updated: ☐EGrands ☐Notify

Please Note:
Please allow 3 to 4 weeks for consideration of your request. A response will be sent to you within 4 weeks of submission.

Northeast State Repeat Option Request Form Instructions
Tennessee Education Lottery Scholarship (TELS)

TSAC's TELS Policies and Procedures (1640-1-19-.22) states that "credit hours that were repeated shall be included in the postsecondary cumulative grade point average calculation, and are counted towards the limitation on credit hours." The policy allows for a student to have a "one time option to repeat one course and utilize only the higher of the two grades in the calculation of their postsecondary grade point average for purposes of determining continued eligibility for a TELS award."

1. Complete the Repeat Option Request Form.

Read each question carefully before answering. Remember that you will not be able to make changes or withdraw your request after you submit it. You may exercise your Repeat Option *one time only*; use it wisely!

2. Talk with an Academic Advisor.

An academic advisor cannot guarantee that your TELS GPA will meet requirements after you submit the repeat form; however, he or she will help you choose the best option for increasing your GPA.

3. Submit the Repeat Option Request Form.

Submit the form to the Financial Aid Office by mail, fax, or in person. The Financial Aid Office will notify you of the results of your request. Please allow 3 to 4 weeks for the processing of your request.

4. Submit a completed Northeast State Regain Option Request Form, if you have completed a TELS bracket.

If you attempted 48, 72, or 96 hours at the end of the last semester enrolled and are at a TELS bracket, you may be eligible to regain the Tennessee Education Lottery Scholarship if your TELS GPA is at least 2.75 (must be 3.0 or 2.75 or higher TELS GPA and 3.0 term GPA at 72 hours; 3.0 GPA at 96 hours or above). Please note: If the class submitted on your Repeat Option Request Form was retaken during a semester *after*you reached a TELS bracket, you must wait until after the next bracket to regain the scholarship.***If you meet the GPA requirement according to TELS regain rules (regardless of whether or not you are using the Repeat Option to do so), you must*****submit the Regain Option Form to notify the Financial Aid Office of your status.***

Please visit our Web site at www.NortheastState.edu for information about he Tennessee Education Lottery Scholarship Program and continuing eligibility requirements. Please visit TSAC's Web site at www.collegepaystn.com for more information about TELS rules and requirements.

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