

Dear Student:

If you are listing '**Extreme Financial Hardship**' as your reason for appeal on either the [MTSU Tennessee Education Lottery Scholarship \(TELS\) Request for Leave of Absence Form](#) or the [MTSU Tennessee Education Lottery Scholarship \(TELS\) Change of Enrollment Status Appeal Form](#), please be aware that the Tennessee Student Assistance Corporation (TSAC) requires in addition to the appropriate appeal form:

1. A student statement to the appeal committee that accurately and concisely lists and explains the factors contributing to the 'Extreme Financial Hardship'
2. For dependent students, a statement to the appeal committee from the parent that accurately and concisely lists and explains the factors contributing to the 'Extreme Financial Hardship'
3. Legible photo copies of concise documentation that adequately corroborates each stated financial factor in the student/parent statement

Concise and adequate corroborating documentation to support 'Extreme Financial Hardship' appeals may include, but are not limited to, the following:

- Copy of monthly and/or annual household budget, listing all monthly income and expenses (for students classified as 'dependent' on the current year FAFSA, the 'household' budget includes the income/expenses for the parent(s) listed on the FAFSA)
- Copies of relevant W-2 forms
- Copy of tax return (1040, 1040A or 1040EZ) for the relevant year
- Copy of most recent pay stub
- Workman's Compensation Statement verification in cases of loss of work due to student/parent injury
- Unemployment verification in cases of layoff and/or termination of employment
- Child support received or paid from previous marriage
- Received miscellaneous funds from others to help with expenses (ex. money from parent, grandparent, friend, church, etc.)

Supporting documentation of expenses listed on the household budget may include, but are not limited to, the following:

- Mortgage or rent receipt, or copy of mortgage or lease, that shows the monthly payment
- Car payments – copy of note, monthly statement or documentation of actual monthly payment (i.e. bank statement)
- If you or your parent(s) drive your own car to work or school, approximately what you spend in gas per week. If you take the bus, list the cost
- Utility payments –copy of monthly bill
- Child care payments - copy of statement or letter from facility
- Copy of credit card bill payments
- Info regarding student loan payments
- Other miscellaneous bills such as cable, cell phone, etc.
- Proof of bankruptcy
- Proof of insurance payments (medical and car)

**PLEASE NOTE:** Failure to provide the requested statements and documentation as described above may impede the MTSU Institutional Review Panel (IRP) from reaching a decision, or result in your appeal being denied due to lack of documentation.

If you have additional questions, please contact the MT One Stop where any member of the staff can assist you. Please call 615-898-2111 or send an email to [mtonestop@mtsu.edu](mailto:mtonestop@mtsu.edu).