



**TN Educational Lottery Scholarship (TELS) Program  
Reinstatement Due to Grade Change Request Form**

Office of Financial Aid  
1665 Hampshire Pike, Columbia, TN 38401

phone: (931) 540-8267 | fax: (931) 540-2793 | email: financialaid@columbiastate.edu

Name: \_\_\_\_\_ Columbia State ID: A \_\_\_\_\_

Columbia State Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Students who obtain a grade change shall notify the Financial Aid Office within 30 calendar days of the grade change and request reinstatement of the TELS Award. Request shall be made by submitting this form and required documentation to the Financial Aid Office. If a grade change makes a student eligible for a TELS award, the student can be awarded retroactively in the current award year. If the grade change affects the student's eligibility from the previous award year, the TELS award may be adjusted in the current award year. If the reinstatement of the award results in either an over-award situation, or exceeds the institution's cost of attendance for any semester, the institution shall make the necessary reductions in the student's financial aid package. Denial of a request for reinstatement of TELS Award(s) can be appealed through the TELS appeal process.

I hereby request reinstatement of my TELS Award(s) for the \_\_\_\_\_ / \_\_\_\_\_ semester for the following reason:  
Semester/Year

*(Please select one:)*

- a grade has been assigned for a class in which I previously had an incomplete**
  - *Attach supporting documentation listing the course and term which had been assigned the Incomplete, the date of change and letter grade assigned to the course, and the new TELS Cumulative GPA.*
  
- a grade for a class taken at Columbia State Community College has been changed**
  - *Attach supporting documentation explaining the nature of the error, which grade was corrected and when it was corrected, and the new TELS Cumulative GPA.*
  
- a grade has been changed for other reasons**
  - *Attach supporting documentation explaining which grade was changed, when and why it was changed, and the new TELS Cumulative GPA.*

<> I certify that the information and documentation submitted for grade change is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Financial Aid Office Use ONLY:**

Receipt Date: _____	Approved: _____ Denied: _____
Original GPA: _____	Staff Initials: _____ Date: _____
Current GPA: _____ Att hours: _____	Updated: ___ Banner ___ eGrands ___ Student Notified