

# Repeat Option Request Form Tennessee Education Lottery Scholarship (TELS)

To submit the completed form: In person: Office of Financial Aid, Burgin-Dossett – Room 105; Mail: Office of Financial Aid, P.O. 70722, Johnson City, TN 37614; Fax: (423) 439-5855; Email: [finaid@etsu.edu](mailto:finaid@etsu.edu).

**Please note:** You are required to meet with a counselor in the ETSU Office of Financial Aid before submitting this form.

Name: \_\_\_\_\_ ETSU ID # \_\_\_\_\_

ETSU Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please Note: If we need to contact you about your scholarship request or other matters, we will generally do so via your ETSU email address. Please be sure to check your ETSU email account on a regular basis throughout the year!

Please provide the following information about the repeated course:

|                                                                                        | Class to be Excluded | Class to be Included                                   |
|----------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------|
| <b>Term</b> (e.g., Fall 2013)                                                          |                      |                                                        |
| <b>Course #</b> (e.g., ENGL2010)                                                       |                      | Must be the same course # as the course to be excluded |
| <b>Course Name</b> (e.g., Anatomy)                                                     |                      | Must be the same course # as the course to be excluded |
| <b>Grade Earned</b> (Must be a grade of A, B, C, D, or F; cannot be a grade of W or I) |                      |                                                        |
| <b>School where you took the class</b> (e.g., ETSU or Northeast State)                 |                      |                                                        |

Please initial to indicate your understanding of the following statements:

I am exercising my one-time-only Repeat Option to exclude the lower of two grades for the *same course*. I have not exercised this option at ETSU 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 ETSU GPA.

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

I understand that exercising this Repeat Option does *NOT* guarantee that my TELS GPA will meet the minimum renewal requirements.

I have consulted with an ETSU Financial Aid Counselor regarding this Repeat Option.

**Required:** ETSU Financial Aid Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**\*Typed signatures are not acceptable.**

|                                                                                                                                                                                                       |                          |                                    |                                               |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------|-----------------------------------------------|---------------------------------|
| <b>For Records/Finaid Office Use Only</b>                                                                                                                                                             |                          | <input type="checkbox"/> Processed | <input type="checkbox"/> Not Processed: _____ | <input type="checkbox"/> E-mail |
|                                                                                                                                                                                                       | ETSU Course (Transfer #) | Term                               | New TLS GPA                                   | New Status                      |
| X                                                                                                                                                                                                     | _____                    | _____                              | Bracket                                       | Initials                        |
| R                                                                                                                                                                                                     | _____                    | _____                              | AttptHrs                                      | Date                            |
| Initials _____ Date _____                                                                                                                                                                             |                          | Initials _____ Date _____          |                                               |                                 |
| <input type="checkbox"/> SZACRSE <input type="checkbox"/> SZATELS <input type="checkbox"/> RHACOMM <input type="checkbox"/> RPAAWRD <input type="checkbox"/> Egrands <input type="checkbox"/> ROANYUD |                          |                                    |                                               |                                 |

## ETSU Repeat Option Request Form Instructions

### Tennessee Education Lottery Scholarship

*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. Determine which repeated class you wish to exclude.** You may use a GPA calculator (such as the GPA estimator at <http://www.etsu.edu/reg/regforms/GPACalculator.aspx>) to estimate your GPA without the excluded class. Remember to use your TELS quality points and quality hours, instead of your ETSU figures. You can find the TELS information in the Lottery Scholarship Eligibility section of Goldlink. (To find the TELS Eligibility section: Log in to Goldlink, then click on the Financial Aid tab. Click on the "Your Account & Awards" tab, then on "Lottery Scholarship Eligibility".)
- 2. 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!
- 3. Talk with an ETSU Financial Aid Counselor.**  
A Financial Aid counselor in the Office of Financial Aid will counsel you on the potential impact of using the Repeat Option. The counselor 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. Remember to take your completed Repeat Option Request Form for the Financial Aid Counselor to sign!
- 4. Submit the Repeat Option Request Form.**  
Submit the form to your Financial Aid counselor at the end of the counseling session. Completing step 3 by phone or e-mail? Be sure to ask about how to submit the completed form, as the counselor's signature is required for the form to be processed!

Please visit the [ETSU Lottery Scholarship Webpage](#) for information about the Tennessee Education Lottery Scholarship Program and continuing eligibility requirements. Please visit TSAC's Web site at [www.collegepaystn.com](http://www.collegepaystn.com) for more information about the TELS rules and requirements.