

## TENNESSEE EDUCATION LOTTERY SCHOLARSHIP (TELS) REQUEST TO WITHDRAW FROM SCHOOL OR DROP A CLASS

PRINT Name	<u>.</u>	SSN		_ Date	
Address		City		ST	_ZIP
A request to w	vithdraw from school or class for	or the 20	0 semester is n	ecessary l	because of:
□ Illness	□ Call to Military Duty □	Work Schedule	Other		

At least one of the following forms of documentation MUST be provided with this form. YOUR REQUEST WILL BE DENIED IF DOCUMENTATION IS NOT ATTACHED.

- 1. A statement from your employer verifying an unexpected change in work schedule or unexpected out-oftown travel AFTER the first day of class
- 2. Legal documentation which will verify your explanation
- 3. Medical statement with dates of illness, that verify your illness
- 4. Documentation verifying you, your spouse, your child, your father, or your mother was called to Active Military Duty during the school term

Written Explanation:

	Student Signature	Date
Approved	Denied	
	Southwest School Official	Date
	TELS Office	
		TENNESSEE'S COMMUNITY COLLEGES
	0111077 REV 14272	

Southwest Tennessee Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Human Resources and Affirmative Action, 737 Union Avenue, Memphis, TN 38103, (901) 333-5760.