

CLASS OF
2023

Student Handbook



In partnership
with:



WELCOME, CLASS OF 2023!

Congratulations! Welcome to the TN Promise Class of 2023! This program provides you with a unique opportunity to begin a more rewarding life. A college credential is one significant step to fulfilling your potential.

TN Promise is a last-dollar scholarship that ensures tuition and mandatory fee free community or technical college. We encourage you to visit the eligible institutions' websites and campuses to familiarize yourself with all the benefits these schools offer. In fact, while you are on the website, complete the simple college application. Trust me, it will save you time later! Yes, some four-year institutions offering associates degrees are eligible too, but the funding may be different. See pages 14-15 for more details.

To remain eligible for the TN Promise scholarship, you must complete the tnAchieves program. tnAchieves is the designated partnering organization for your high school. You will be assigned a volunteer mentor who will invest in you and your future. It is your responsibility to take advantage of your mentor and/or the program for guidance through the college access and success processes.

Read this handbook! This is your tnAchieves lifeline. It contains all the information you need to ensure you remain a TN Promise scholar. You will find a timeline as well as deadlines in this handbook. If you lose your handbook, you may obtain a digital copy at tnAchieves.org/handbook.

It is important to meet deadlines and complete all the requirements. Failure to comply will result in permanent termination of your TN Promise funding opportunity.

First, you must attend your assigned mandatory TN Promise meeting in December or January. This meeting serves as an opportunity to learn more about the TN Promise scholarship and meet your tnAchieves mentor! The meeting will last about an hour, and it will provide you with valuable next steps for your college journey.

Your attendance is required. Your parent/guardian is welcome to attend with you, but it is your responsibility as the student to be present. Learn more about your mandatory TN Promise meeting on page 6 and find your meeting date/time on pages 27-30!

Your next deadline is critical! You must file the 2023-2024 Free Application for Federal Student Aid (FAFSA) at StudentAid.gov by March 1, 2023. Even if TN Promise is not your college route, every student needs to complete a FAFSA. Students complete the FAFSA to apply for all state and federal financial aid. See pages 8-10 of your student handbook for more details.

Another TN Promise requirement is completing and submitting at least 8 hours of community service prior to the beginning of each semester. You may begin completion of your first 8 hours on November 2, 2022, with a deadline of July 5, 2023. It is important to note that students who wish to attend a Tennessee College of Applied Technology (TCAT) during the summer trimester must submit community service prior to April 3, 2023. To submit, you will visit our website: tnAchieves.org.

We understand that students may need help finding a place to volunteer. We have provided resources and community service opportunities on our website, including virtual community service opportunities. Please visit tnAchieves.org for more information.

Every Monday, tnAchieves will send you an email reminding you of critical deadlines, important dates and necessary requirements. If you are not receiving these consistently beginning in December, tnAchieves has an incorrect email address for you. Please send your correct email address to tnAchieves@tnAchieves.org to update. And remember, checking emails at least weekly is fundamental to your future success with TN Promise, tnAchieves and your chosen college.

Take my simple advice - GO TO COLLEGE. It's not easy, but we are here to support you. It will be one of the best decisions you will make!

So excited for you!

Krissy DeAlejandro

tnAchieves President/CEO

tnAchieves Parent/Guardian Handbook

Find information geared for tnAchieves parents by scanning this QR code! You will find college admissions information, TN Promise requirements and deadlines and answers to questions frequently asked by parents!



TABLE OF CONTENTS

This handbook outlines the steps you will take to complete the college process and begin your journey as a tnAchieves Scholar.

Welcome to tnAchieves	1
Table of Contents	2
About tnAchieves	3
The tnAchieves Team	4
Student Checklist	5
Mandatory TN Promise Meeting	6
tnAchieves CONNECT	7
File your 2023-2024 FAFSA by March 1, 2023	8-9
FAFSA Facts	10
Who is My Mentor?	11
Communicating With Your Mentor	12
Communication Timeline	13
Choose Your College	14
Eligible Institutions	15
Now That You Have Applied	16
Summer Bridge Program	17
Changing Your Institution	18
Financial Aid Verification	19
Community Service	20-21
UT Promise	22
tnAchieves Policies	23-24
Frequently Asked Questions	25-26
Mandatory TN Promise Meeting Schedule	27-30

ABOUT US



tnAchieves is a nonprofit partnering organization to TN Promise. tnAchieves works directly with students as they complete the scholarship requirements, including attending mandatory meetings, completing the FAFSA, working with a mentor and submitting community service hours. tnAchieves supports TN Promise students from high school to a college credential.

Board of Directors

Randy Boyd

tnAchieves Board Chairman & President
of the University of Tennessee

Bill Haslam

49th Governor of Tennessee

Mike Ragsdale

Partner, Tennessee Strategies, LLC

Tim Williams

Co-Founder & CEO, 21st Mortgage

Dr. Linda Martin

Vice President for Academic Affairs and
Student Success for the University of Tennessee

The tnAchieves Story

tnAchieves began as knoxAchieves in 2008, launched as an economic development and student success initiative by former Knox County Mayor Mike Ragsdale, then Knoxville Mayor Bill Haslam and businessmen Randy Boyd, Rich Ray and Tim Williams. Because of its success, knoxAchieves was charged with expanding the program statewide, thus tnAchieves was launched in 2011. tnAchieves ultimately seeks to build a strong workforce by increasing educational attainment opportunities across the state. More importantly, we hope to improve students' quality of life, increase the value of education in Tennessee and create more lifelong learners. Today, tnAchieves partners with TN Promise in 83 of the 95 Tennessee counties.

Partnership



TN Promise is a last-dollar scholarship that funds tuition and mandatory fees for up to five semesters at a community college or eligible four-year institution or eight trimesters at a Tennessee College of Applied Technology (TCAT). As a last-dollar scholarship, TN Promise covers a student's tuition and mandatory fees not paid by federal or state funds (i.e., the Pell Grant, HOPE Scholarship, Tennessee Student Assistance Award and Wilder-Naifeh Technical Skills Grant).



The Tennessee Student Assistance Corporation (TSAC) is a governmental financial aid agency that handles state and federal aid for Tennessee students. It administers TN Promise funds directly to post-secondary institutions.

COMMUNICATION

Maintaining a connection with tnAchieves is vital to your success. Utilize our various opportunities to stay engaged and ensure you never miss a deadline or step along the way!

Mondays

Check your email every Monday for an update from tnAchieves. We will be in touch regarding upcoming meeting requirements, college requirements, community service opportunities and other important information. If you do not receive your tnAchieves Monday email, please email tnAchieves@tnAchieves.org so we can update your email address. You can reply to our weekly email if you have any questions! Check your spam/junk or promotions folders if you don't see our emails and add tnAchieves as a safe sender.

Text Messaging

You will receive messages reminding you of your upcoming meeting requirements, the FAFSA filing and community service deadlines as well as other important topics. You can reply to our texts and someone will respond!

CONNECT

We will utilize tnAchieves CONNECT, our online mentoring platform, to send reminders, post resources and provide a platform for discussion. Our team is also available to message or video chat through CONNECT. You will be expected to log into CONNECT regularly to stay up to date on your scholarship requirements and engage with your tnAchieves mentor. Learn more about CONNECT on page 7!

The tnAchieves team is always available to answer questions, provide encouragement and support you on your journey to and through college. Feel free to email, call or text anyone on staff when you need us!

<p>Krissy DeAlejandro President/CEO (865) 621-9223 krissy@tnAchieves.org</p>	<p>Graham Thomas Chief Community & Gov't Relations Officer (615) 604-1306 graham@tnAchieves.org</p>	<p>Jackie McDonald Chief Operating Officer (865) 405-9745 jackie@tnAchieves.org</p>	<p>Maegan Tribble VP of Finance & Administration (502) 345-1790 maegan@tnAchieves.org</p>
<p>Amy Bain VP of Data Management & Post-Secondary Partnerships (714) 931-2127 amy@tnAchieves.org</p>	<p>Ben Sterling VP of Content & Public Relations (865) 567-1140 ben@tnAchieves.org</p>	<p>Jessica Macey Sr. Director of Communication & High School Partnerships (615) 512-0930 jessica@tnAchieves.org</p>	<p>Matthew Otero Sr. Director of External Applications & System Integrations (505) 306-5755 matthew@tnAchieves.org</p>
<p>Ellie Sieverman Sr. Director of Student Success (908) 591-3142 ellie@tnAchieves.org</p>	<p>Tyler Ford Sr. Director of Mentors (309) 945-3446 tyler@tnAchieves.org</p>	<p>Chasity Roberson Director of COMPLETE, West TN (901) 236-8260 chasity@tnAchieves.org</p>	<p>Emily Mason Human Resources & Grants Manager (865) 356-2190 emily@tnAchieves.org</p>
<p>Dalton Sauer Data Systems Manager (865) 313-4160 dalton@tnAchieves.org</p>	<p>Baylor Williamson Director of COMPLETE, Transfer (865) 321-2234 baylor@tnAchieves.org</p>	<p>Allison Johnson Director of COMPLETE, Knox Promise (865) 200-0751 allison@tnAchieves.org</p>	<p>Meghan Byrge-Monkhouse COMPLETE Coach (865) 313-3934 byrge@tnAchieves.org</p>
<p>Galylea Villagrana COMPLETE Coach (615) 779-6365 galylea@tnAchieves.org</p>	<p>Laken Dye COMPLETE Coach (865) 321-3022 laken@tnAchieves.org</p>	<p>Emily Jones Director of COMPLETE, Northern Middle TN (615) 779-8577 jones@tnAchieves.org</p>	<p>Blair Atkinson Director of COMPLETE, Southern Middle TN (615) 491-7708 blair@tnAchieves.org</p>
<p>Makenzi Coleman Knox Promise Coach (865) 910-6272 makenzi@tnAchieves.org</p>	<p>Colbie Simmons Director of COMPLETE, Southeast TN (865) 910-6579 colbie@tnAchieves.org</p>	<p>Taylor Youell Director of COMPLETE, Northeast TN (865) 321-3113 taylor@tnAchieves.org</p>	<p>John Hardebeck Data Coordinator (865) 910-6269 john@tnAchieves.org</p>
<p>Hayley Clark Knox Promise Coach (865) 297-8826 hayley@tnAchieves.org</p>	<p>Kierra Bullion COMPLETE Coach (615) 779-9006 kierra@tnAchieves.org</p>	<p>Krystiana Kosobucki Transfer Coach (901) 236-8257 krystiana@tnAchieves.org</p>	<p>Brandon Fisher Transfer Coach (615) 479-7022 brandon@tnAchieves.org</p>
<p>Daniela Rodriguez Knox Promise Coach (865) 297-8010 daniela@tnAchieves.org</p>	<p>Jessica Gist COMPLETE Coach (865) 910-6582 gist@tnAchieves.org</p>	<p>Chelsea Baddley COMPLETE Coach (901) 236-8252 chelsea@tnAchieves.org</p>	<p>Becky Wood COMPLETE Coach (615) 997-6533 becky@tnAchieves.org</p>
<p>Mary Kate McBrayer COMPLETE Coach (615) 997-6527 marykate@tnAchieves.org</p>	<p>Olivia Benson COMPLETE Coach (615) 997-6534 olivia@tnAchieves.org</p>	<p>SunShine Garrison COMPLETE Coach (865) 963-6507 sunshine@tnAchieves.org</p>	<p>Tanner Cook COMPLETE Coach (865) 963-6524 tanner@tnAchieves.org</p>
<p>Imani Udoumana Knox Promise Coach (865) 963-6539 imani@tnAchieves.org</p>	<p>John Siglin COMPLETE Coach (865) 963-6541 siglin@tnAchieves.org</p>	<p>Lilly Sanders COMPLETE Coach (901) 663-0756 lilly@tnAchieves.org</p>	<p>Demon' Slater COMPLETE Coach (865) 388-2539 slater@tnAchieves.org</p>
<p>Kory Martinez COMPLETE Coach (865) 963-6553 kory@tnAchieves.org</p>	<p>Abby Creekmore COMPLETE Coach (865) 910-6269 abby@tnAchieves.org</p>	<p>Holly Hunnicutt Communications Manager (954) 439-3083 holly@tnAchieves.org</p>	<p>Jann Owens Administration Manager (865) 456-1023 jann@tnAchieves.org</p>
<p>Rebecca Franklin COMPLETE Coordinator (865) 748-7767 rebecca@tnAchieves.org</p>			

STUDENT CHECKLIST

The checklist below helps you keep track as you complete each step of the tnAchieves process. Use the space below each requirement description to log usernames, passwords or any other important information for each step.

TN Promise eligibility requirements are listed in green.

BY NOVEMBER 1, 2022	DATE COMPLETED	Complete the 2023 TN Promise application at TNPromise.gov.
DEC. 2022- JAN. 2023	DATE COMPLETED	Attend mandatory TN Promise meeting. See page 6 for more information regarding your upcoming mandatory TN Promise meeting!
BY FEBRUARY 1, 2023	DATE COMPLETED	Create your tnAchieves CONNECT account. See page 7 to learn more about tnAchieves CONNECT.
BY MARCH 1, 2023	DATE COMPLETED	File the 2023-2024 Free Application for Federal Student Aid (FAFSA). Visit StudentAid.gov . See pages 8-10 for helpful instructions and tips.
BY APRIL 1, 2023	DATE COMPLETED	Apply to an eligible TN Promise institution. A list of eligible institutions can be found on page 15.
BY MAY 1, 2023	DATE COMPLETED	Submit all requested admissions documents to anticipated college. Check your college email for admissions updates.
SPRING 2023	DATE COMPLETED	Connect with tnAchieves Mentor. See page 11 to learn more about your tnAchieves mentor.
BY JULY 5, 2023	DATE COMPLETED	Complete and submit 8 hours of community service. Submit by 11:59 PM CT at tnachieves.org . See pages 20-21 for future deadlines.
BY JULY 5, 2023	DATE COMPLETED	Complete financial aid verification, if selected. Verification is completed through your college's financial aid office.
BY JULY 5, 2023	DATE COMPLETED	Ensure your college is listed on your TSAC Portal and FAFSA. See page 18 for instructions on how to update your TSAC Portal and FAFSA, if needed.
FALL 2023	DATE COMPLETED	Enroll as a full-time student at a TN Promise eligible institution. Students must be enrolled in a minimum of 12 credit hours or a full-time TCAT program.
FALL 2023	DATE COMPLETED	Connect again with tnAchieves Mentor. See page 11 to learn more about your tnAchieves mentor.

MANDATORY MEETING

*Eligibility Requirement

To maintain TN Promise scholarship eligibility, students must attend their assigned mandatory TN Promise meeting! Your mandatory TN Promise meeting provides an opportunity to get to know your tNAchieves mentor and learn more about TN Promise scholarship requirements.

Mandatory TN Promise meetings are organized and hosted by tNAchieves. Visit pages 27-30 of this handbook or tNAchieves.org to see your assigned meeting, which is based on your high school. You will also receive an email and text message from tNAchieves that will include your meeting's date, time and location. In most cases, your assigned meeting will be hosted at your high school either during or shortly after your school day. Your mandatory TN Promise meeting will last one hour. Below you will find helpful information and tips that will ensure that you make the most of your mandatory TN Promise meeting!

Before your mandatory TN Promise meeting:

- Visit pages 27-30 of this handbook or tNAchieves.org to find your meeting date/time.
- If your meeting is after school, ensure that you have transportation home from the meeting.
- Let your tNAchieves mentor know that you will be attending.

During your mandatory TN Promise meeting:

- **Sign in when you arrive to your mandatory TN Promise meeting!** As a reminder, your attendance is mandatory, so it is critical that you sign in and ensure your attendance is recorded. Students will sign in by scanning the QR code found at the sign-in table and in various locations around the meeting space. Students will sign in using their first/last name, date of birth and the last four digits of their Social Security Number. Once you sign in, review your assigned table/row number, tap the "Sign In" button and your attendance will be recorded. If you do not have a mobile device or cannot log into the form, please let tNAchieves staff know to help you record your attendance!
- After signing in, you will grab a handout and locate your assigned table/row number. Your assigned tNAchieves mentor will be seated with you and the other students in your group. Being seated with your mentor ensures you can effectively communicate, work through the mentor activity and begin building your mentoring relationship.
- tNAchieves staff will conduct a presentation that highlights the TN Promise scholarship and upcoming scholarship requirements. The mandatory TN Promise meeting handout will guide the presentations; you are encouraged to take notes!
- **Only tNAchieves staff or your mentor can dismiss you from the meeting!** Please be respectful and responsive to your mentor during this time.
- **You must stay for the meeting's entirety.** Also, it is dishonest and runs counter to the spirit of TN Promise to sign in for a friend. Such actions could lead to the loss of your TN Promise eligibility.

After your mandatory TN Promise meeting:

- Once you have attended your mandatory TN Promise meeting, you should reach out and thank your tNAchieves mentor for attending! This is a great way to show your appreciation and continue building your mentoring relationship.
- Check your email after your mandatory TN Promise meeting! You will receive an email from tNAchieves that outlines the next steps for your TN Promise scholarship, including upcoming requirements!

Meeting Cancellation Policy

Should a school district in a county close for any reason, tNAchieves will cancel and reschedule all meetings in that county. tNAchieves will notify students, parents and mentors of the cancellation and rescheduled date as soon as possible in the event of a closure. **Students are expected to attend the rescheduled mandatory TN Promise meeting.**

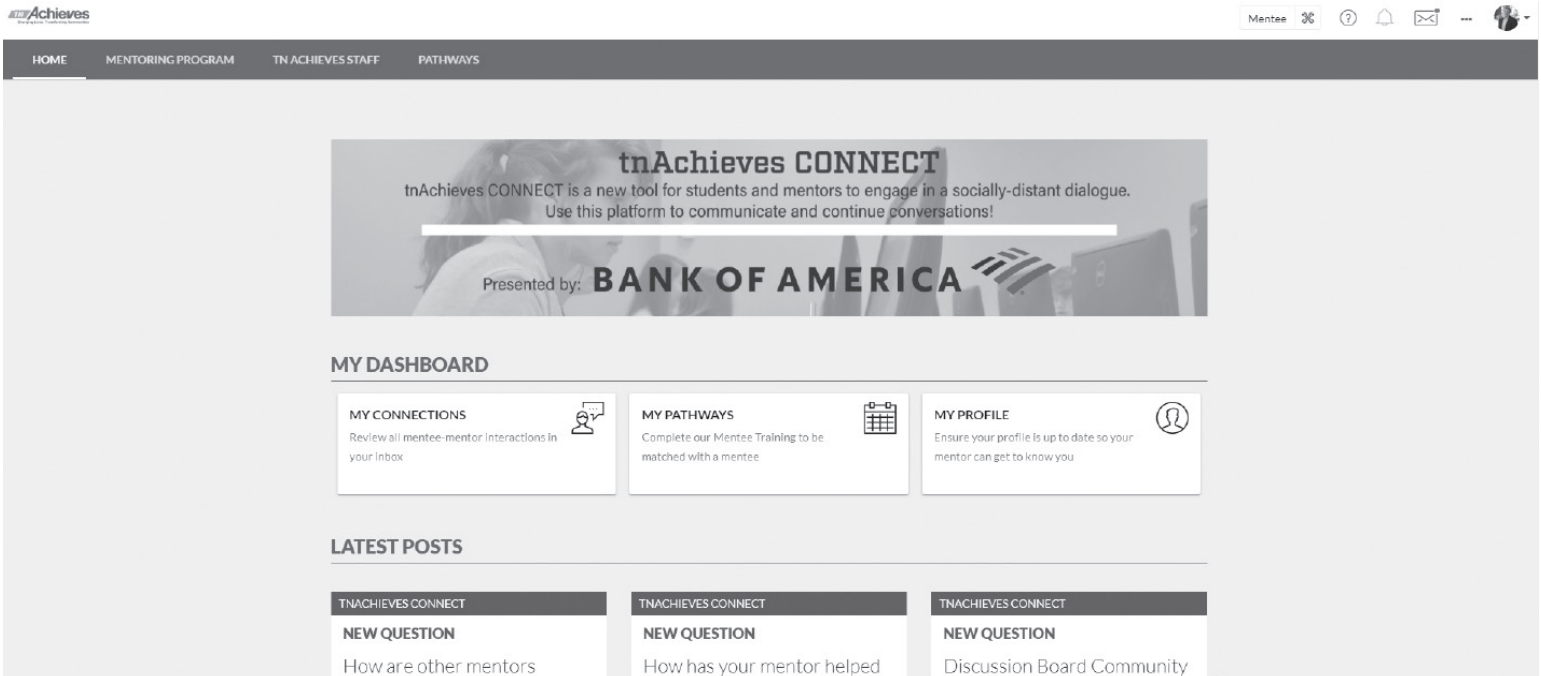
Excuse Form Policy

If you believe you will need to miss your assigned mandatory meeting, follow these steps:

1. Review the excuse form policy on page 23 of this handbook for a list of acceptable excuse reasons. Your excuse reason must fall within the accepted categories listed in this policy to be approved to miss your mandatory meeting. If your reason does not fall within these categories, you are required to attend your mandatory meeting.
2. You are responsible for notifying tNAchieves before or following your missed meeting via the excuse form provided at tNAchieves.org. Failure to meet this requirement, even with a valid excuse, may result in the loss of TN Promise eligibility.
3. After submitting your excuse form, you will receive notice via email from tNAchieves whether your excuse form has been approved. If your excuse is approved, you will be required to view a webinar provided by tNAchieves. This webinar will be sent to you on February 1, 2023 and is required to be completed by March 1, 2023.
4. If your excuse is approved, you are expected to follow up with and respond to your tNAchieves mentor!

tnAchieves CONNECT

PRESENTED BY: **BANK OF AMERICA** 



What is tnAchieves CONNECT?

tnAchieves CONNECT is a tool that allows students and mentors to interact in a safe, online platform. You will be paired with your tnAchieves mentor on tnAchieves CONNECT, which allows you to easily communicate with one another.

Why is tnAchieves CONNECT important?

We strongly believe in the power of tnAchieves mentors (learn more about your tnAchieves mentor on page 11) and the value they bring to a student's college success. To increase connection opportunities for students and mentors, tnAchieves invested in an online mentoring platform that includes video conferencing and instant messaging. tnAchieves CONNECT gives students and mentors the ability to build a relationship virtually and remain in consistent contact.

tnAchieves CONNECT is a valuable resource on your journey to college! Not only is it a place to connect with your tnAchieves mentor and the tnAchieves team, you can gain access to resources that can be helpful as you make the transition from high school to college.



tnAchieves CONNECT Activation Instructions

Scan the QR code to view activation instructions. The step-by-step guide will ensure that you properly activate your profile, begin navigating the platform and learn to communicate with your mentor. You can email mentors@tnAchieves.org anytime with questions regarding tnAchieves CONNECT!

FILE THE 2023-2024 FAFSA

*Eligibility Requirement

DEADLINE TO FILE: MARCH 1, 2023

Create Your FSA ID

In order to file the Free Application for Federal Student Aid (FAFSA), you will be required to create an FSA ID. The FSA ID gives you access to Federal Student Aid's online systems and serves as your legal signature for your FAFSA. You, as a student, will need to use your personal information to create your FSA ID. One of your parents will be required to create an FSA ID to sign your FAFSA as well. Personal information must be used for a parent to create an FSA ID. This means the student and one of the student's parents will each have unique FSA IDs and cannot use the same email address.

You can create your FSA ID any time before you file the FAFSA. You and your parent are encouraged to create your FSA IDs as soon as possible to avoid delays with the completion of your FAFSA.

Please remember that creating your FSA ID is NOT the same as filing your FAFSA. If you create an FSA ID but do not file the 2023-2024 FAFSA by March 1, 2023, you will no longer be eligible for TN Promise.

Steps to Create Your FSA ID

Visit [StudentAid.gov](https://studentaid.gov) and follow these steps to create your FSA ID. If you have questions during the process, click on the grey question marks next to each field for additional information.

1. Select the **Create Account** button.
2. On the **Create an Account (FSA ID)** page, select the **Get Started** button.
3. Provide personal identification information. Click **Continue**.
 - Make sure your Social Security number (SSN), date of birth and name match what is on your Social Security card.
 - You must have a SSN to create an account username and password.
4. Create your account username and password. Click **Continue**.
 - Your password will be case-sensitive, must be between 8 and 30 characters in length and must contain one uppercase letter, one lowercase letter and one number.
 - Write your FSA ID username at the bottom of this page or store it in a secure place for future logins.
5. Enter your permanent address and mobile phone number. Click **Continue**.
 - tnAchieves recommends signing up for mobile phone account recovery. This option will help you restore access to your account if you forget your FSA ID password or become locked out of your account.
6. Select communication preferences. Click **Continue**.
 - You must select whether to receive required communication by email or postal mail. You can also opt in to receive informational emails and/or text messages regarding programs for which you may be eligible.
7. Select challenge questions and answers. Click **Continue**.
 - If you forget your FSA ID password, answering challenge questions is one way to reset it.
 - Select questions and answers that are easy for you to remember but difficult for others to guess. Your answer must be between 3 and 50 characters in length and can only contain uppercase letters, lowercase letters, numbers or spaces. Your answer is not case-sensitive. Select the **Show Answer** button to see the answers as you type.
8. Review the information you provided and agree to Federal Student Aid's Terms and Conditions. Click **Continue**.
9. Verify your contact information by clicking **Verify My Mobile Phone Number** and **Verify My Email Address**. Click **Finish**.
 - Only a verified email address OR a verified mobile phone number is required, but if you provided both on previous screens, you **MUST** verify both on the **Account Recovery** page.
 - A unique code will be sent to your mobile phone number and email address to verify their accuracy. Follow the instructions provided to enter the unique code and verify your contact information. Once you verify your mobile phone number and email address, they can be used to log in, unlock your account, retrieve your username or reset your password.
 - NOTE: You **MUST** verify your information before continuing.
10. Your account is created!
 - Please save your backup code that appears on the **Your Account Was Successfully Created** screen. Your backup code lets you access your account in the event that you cannot use any other two-step verification method.
 - You can immediately use your FSA ID username and password to sign your 2023-2024 FAFSA.
 - Remember, you will use this information to submit your FAFSA each year, as well as access a submitted FAFSA to make changes.

If you have trouble creating your FSA ID, please contact the FSA ID helpline at **1-800-433-3243**. You can also webchat with an FSA ID representative: visit [StudentAid.gov](https://studentaid.gov), click **Help Center**, click **Contact Us**, select **I'm a Student**, click **Live Chat**.

MY FSA ID: _____

Backup Code: _____

FILE THE 2023-2024 FAFSA

*Eligibility Requirement

DEADLINE TO FILE: MARCH 1, 2023

Filing the FAFSA

The Free Application for Federal Student Aid (FAFSA) serves as the application for the federal Pell Grant, Tennessee Education Lottery Scholarships (TELS) and Tennessee Student Assistance Award (TSAA). This means you will be required to file the FAFSA every year to not only remain eligible for TN Promise, but to qualify for federal or state financial aid. In addition to being a TN Promise requirement, filing the FAFSA by **March 1, 2023** increases the probability that eligible students will receive more aid. You will receive email reminders of the FAFSA filing deadline.

Your high school and local colleges may host events from October-February to assist you and your parent with the filing process. We encourage you to attend an in-person or virtual FAFSA filing event, if possible, to ensure the accuracy and completion of your FAFSA.

1. On or after October 1, 2022, visit studentaid.gov. This is the official FAFSA website. **DO NOT complete the application at www.fafsa.com or any other website that asks you for a fee. FAFSA filing is free.**
2. Make sure you select the **2023-2024 FAFSA** application. If you file the wrong year's FAFSA and do not file the 2023-2024 FAFSA by March 1, 2023, you will no longer be eligible for TN Promise.
3. You will need to create an **FSA ID**. Please see page 8 for detailed instructions on creating the FSA ID.
4. It is important to enter the correct Social Security number. If entered incorrectly, this will lead to future complications with receiving your aid. Triple check that this is correct, as it can cause major issues down the road.
5. Please make sure you select the TN Promise eligible institution you plan to attend as the **first choice school!** If you change your mind, you must log back into your FAFSA and change it so the post-secondary institution can retrieve your information. You must also change your institution on the TSAC Student Portal. See page 18 of this handbook for instructions.
6. You will utilize **2021 tax information** to complete the 2023-2024 FAFSA. If you and your parent have filed and completed your 2021 taxes, you can select **Already Completed** and answer the financial questions based on 2021 taxes. If you or your parent have not completed 2021 taxes at the time of FAFSA completion, you must select **I will file my taxes**, file the 2023-2024 FAFSA based on estimations and later update your FAFSA with the filed tax information. If you or your parent were unemployed or disabled in 2021, you will select **Not Going To File** and continue with the FAFSA.
7. Even if you are 18 years old, you will need one of your parent's information to complete the FAFSA unless you are married, have children who receive more than half of their support from you, were in foster care, are a ward of the court, are emancipated from your parents, are homeless, are in a legal guardianship and/or have parents who are deceased. If you report one or more of these situations as true, you may be required to provide court documentation.
8. If you feel lost, click the question mark outside the answer box. Information will appear indicating where to find the appropriate answer or a tip on how to continue.
9. At the end, you and your parent will sign your FAFSA electronically using the FSA IDs you created. You can create your FSA ID the same day you file. Make sure you click **Submit** to successfully file your FAFSA. If you click save, your FAFSA will not be submitted. You will receive a confirmation email after successfully submitting your FAFSA – **keep this email for your records!**

If you lose your FSA ID and password or have trouble accessing your FAFSA, contact the FAFSA helpline at **1-800-4FEDAID (1-800-433-3243)**.

QUICK TIP

Do not wait until the last minute to complete the 2023-2024 FAFSA as you may hit a roadblock and need assistance/additional time. Do not allow procrastination to result in the loss of your TN Promise eligibility!

Before You Begin

The fastest way to sign your application and have it processed is to create an FSA ID. The FSA ID allows students and parents to identify themselves electronically to access FSA websites. An FSA ID is also the only way to access or correct your information online.

If you have an FSA ID but forget your username or password, attempt to log in on the FAFSA home page and click on **forgot username** or **forgot password**. It will then prompt you with instructions to retrieve your username or reset your password.

Dependency

If you are a dependent student, you will report your and your parent's information. If you are an independent student, you will report your information (and, if you are married, your spouse's). For clarification on your status, please visit: studentaid.gov/apply-for-aid/fafsa/filling-out/dependency.

Reporting Parent Information

There are numerous scenarios or questions a student may encounter when reporting parent information on the FAFSA. The answers to these questions may differ based on your parent's marital status and living situation. If you have a question regarding your unique situation, you can visit studentaid.gov/help/who-is-parent for a breakdown of multiple scenarios. You can also contact the financial aid office of the college you plan to attend to ask specific questions.

Making Corrections to your FAFSA

Log into StudentAid.gov using your FSA ID and password and click **Make FAFSA Corrections**.

When correcting your FAFSA, you can:

- Add or remove colleges from your application;
- Change your email or mailing address; and/or
- Correct any field in your FAFSA other than your Social Security number.

Any corrections you make to your FAFSA on StudentAid.gov will be processed in three to five days. Changes must be submitted, not just saved, to be processed. You will receive a revised Student Aid Report (SAR) reflecting the corrections that you made to your application. All of the schools you listed on your FAFSA will have access to the revised information one day after it is processed.

IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and easily transfer the data directly and accurately into the FAFSA from the IRS website.

In the finances section of your FAFSA, click **Proceed to IRS** and log in with the IRS to retrieve your tax information. On the IRS website, you must enter the requested information exactly as it appears on your tax return. Click the **Transfer My Tax Information into the FAFSA** box and review to ensure your information has been transferred into the appropriate data fields. Questions populated with tax information will be marked with **Transferred from the IRS**. Some data may not be visible in order to protect your information.

Note: There are several scenarios in which you might not be given the option to use the IRS Data Retrieval Tool. Filing your taxes electronically or by mail will determine how quickly you can use the IRS Data Retrieval Tool. Usually, the tool is available three weeks after tax returns are filed electronically or seven to eleven weeks after tax returns are filed by mail. If the IRS Data Retrieval Tool is not available to you, manually fill out the fields from your 2021 tax returns.

WHO IS MY MENTOR?

In November, you will be assigned a volunteer mentor who has made the commitment to guide, encourage and support you as you transition from high school to college. This is one of the most valuable resources you have with TN Promise.

Applying to college can be an intimidating process. Your mentor is there to help! Be willing to openly communicate with your mentor as you prepare to start your first semester of college and do not hesitate to ask questions. Mentors are invested in helping you succeed.

Your mentor is a(n)...	Your mentor is NOT a...	As a mentee, you are...	As a mentee, you are NOT...
Resource	Person with all the answers	Willing to ask questions	Unkind
Encourager	Best friend	Responsive to your mentor	Unresponsive
Person who wants you to succeed	Tutor	Thankful and kind	Rude

As a TN Promise scholar, it is your responsibility to engage with your mentor during the tnAchieves program. This is a chance to learn how to develop meaningful relationships with mentors who can provide support and opportunities for you to grow in your education and career.

Connect with your mentor when:

- You have a question.
- You complete a step in the process. Your mentor wants to celebrate with you!
- Your mentor asks a question of you via CONNECT, text message or email.
- You are excited/nervous/worried about starting college.

Meet Your Mentor

You will meet your mentor for the first time in December or January at your mandatory TN Promise meeting. This meeting provides mentors and students with an opportunity to set goals and begin building their mentoring relationship. Visit page 6 of this handbook for a full summary of what to expect regarding this meeting!

In the spring, your tnAchieves mentor will schedule a second face-to-face meeting with you! The purpose of this meeting is to help you continue building your mentoring relationship and check in on the goals that you set at the mandatory TN Promise meeting. The meeting will occur either in-person or virtually, depending on your mentor's availability. Below is what you can expect depending on your mentor's preferred meeting format:

- **Open House:** tnAchieves will schedule a meeting opportunity in each county, where mentors and students are invited to gather in-person to meet and check in. tnAchieves Open Houses will also feature college representatives who can answer questions regarding local post-secondary institutions and the college-going process. tnAchieves will communicate Open House dates/times/locations in early 2023 via email and text message. **Check with your mentor about attending your local tnAchieves Open House.**
- **In-Person:** If your mentor chooses to meet in-person, your mentor will offer a date, time and location for the meeting. This may occur at a local college, high school or business. In-person meetings are hosted in public spaces Please confirm your attendance by responding to your mentor's meeting request. **It is imperative that you mark your calendar, show up on time and communicate with your mentor!**
- **Virtual:** If your mentor chooses to meet virtually, the meeting will occur on tnAchieves CONNECT via the video chat feature. Your mentor will offer a date and time to meet, and it will be your responsibility to mark your calendar and attend virtually. If you have questions with utilizing CONNECT's video chat feature, let our team know. We are happy to help!

My Mentor

Name: _____

Email: _____

Phone Number: _____

MENTOR COMMUNICATION

Your mentor will begin communicating with you in November and will send an introduction via tnAchieves CONNECT, text message or email. Your mentor may share college and career experiences. **Keep an eye out for this communication and be quick to respond when you receive it!**

Example Message from Your Mentor

Hello, Jason,

My name is Stephen, and I am your tnAchieves mentor. I am here to help you with the college-going process and to help you be successful once you enter college. I am excited to work with you!

I am going to check in with you every two weeks to remind you of upcoming dates and deadlines that are important to your success and eligibility with TN Promise. I am available to help with any questions that you have about the process so feel free to let me know if I can be of assistance.

You can reach me via tnAchieves CONNECT, email, text or phone call. My contact information is at the bottom of this email!

I am excited to meet you at the upcoming mandatory TN Promise meeting at your high school! This meeting will give us an opportunity to get to know each other and ensure that I understand your goals and aspirations. In the meantime, please let me know if you have any questions. I am excited to work with you this year and see you accomplish great things!

Do me a favor and let me know that you have received my email. Even just a "Thank you!" will do.

Sincerely,
Stephen

Example of an Email to Your Mentor

Hi, Stephen,

Thank you for emailing me. I am really excited about the TN Promise scholarship. No one in my family has been to college, so I am kind of nervous about how it all works. Thank you for working with me as my mentor.

I look forward to meeting you!

Jason

Example tnAchieves CONNECT Communication

The screenshot displays the tnAchieves CONNECT messaging interface. On the left, there is a sidebar with a search bar and a list of active threads. The main area shows a conversation with a mentor named Tyler. The messages are as follows:

- 1:56pm** (Mentor): Hi, Matt! I hope you are having a fantastic senior year! My name is Tyler, your tnAchieves Mentor. I'll be here to help with any questions you have and make sure you are successful. Have you applied to any colleges so far?
- 1:58pm** (Student): Hey Tyler! Senior year has been great so far. My counselor asked me about my plans after graduation recently. I want to go to college, but I am not really sure what my next steps are. I haven't applied anywhere yet.
- 2:05pm** (Mentor): That's great! You can find a list of TN Promise eligible institutions here. I would encourage you to apply at at least one of these schools! Would you want to set up a time soon when we could meet on CONNECT to discuss your options? I want to make sure you apply soon!
- 2:10pm** (Student): Thanks for the information. I would like to set up a time to talk about this more. I work after school on Monday, Wednesday, and Friday. Are you free on Tuesday or Friday evening?

At the bottom, there is a text input field with a rich text editor toolbar and a "Send" button. The right sidebar shows a "Goals" section with a list of tasks: "Set up class schedule!" and "Meet with your advisor!". The "Meet with your advisor!" task is marked as "Completed".

COMMUNICATION TIMELINE

Your mentor is here to help you succeed! Ask questions! Respond! You should be communicating with your mentor every two weeks. If you do not know what to discuss with your mentor, here are some suggestions:

November

- Be on the lookout for a message from your assigned tnAchieves mentor! Your mentor will be reaching out regarding an introduction and to learn more about you.
- Let your mentor know that you plan on attending your upcoming mandatory TN Promise meeting!

December-January

- Send a message the day before your mandatory TN Promise meeting to let your mentor know that you will be attending!
- Meet your mentor in-person at your mandatory TN Promise meeting! Following the meeting, send a message thanking your mentor for attending and that you enjoyed the meeting!

February

- You will receive communication from your mentor and tnAchieves regarding the 2023-2024 FAFSA filing deadline. Let your mentor know once you file your FAFSA! Remember, the deadline to file is March 1, 2023!

March

- Be on the lookout for a message from your mentor about your meeting! You may be meeting virtually or in-person with your mentor. Either way, make sure you are taking time to meet and responding to confirm your meeting plans!

April

- Discuss your post-secondary options with your mentor! You have a variety of options when selecting your college, so lean on your mentor when making this important decision.
- Let your mentor know when you have completed your college application(s) and share your motivation for attending college.

May

- Discuss your career interests with your mentor! Your mentor's network could be a valuable resource when searching for job shadowing or internship opportunities.
- Ask your mentor about tnAchieves' summer programs and share your summer plans!

June

- Ask your mentor about the college enrollment process! After you complete your college application, you will be required to fulfill your admissions/financial aid files and register for orientation. Your mentor can help point you in the right direction!
- Let your mentor know when you submit your community service hours. If you are having trouble, your mentor can help you find a solution.

July

- Let your mentor know how your new student orientation went. This is an exciting step in your college journey, and your mentor wants to know about it.
- If you decided on a major, let your mentor know! Your mentor may have studied in the same field or have connections in that career path.

August

- If you are anxious about starting college, let your mentor know. Your mentor can ease some of your concern and provide some helpful tips.
- Let your mentor know about your first day of college classes. Your mentor would love to hear about it.

September

- Let your mentor know how your classes are going. It is okay to feel overwhelmed or confused, so seek help from your mentor.

CHOOSE YOUR COLLEGE

How to Apply

Community Colleges: All community college applications can be completed online. If you do not have internet access, most colleges will allow you to complete an application on their campuses.

Tennessee Colleges of Applied Technology (TCAT): Most TCAT applications can be completed online. You may also complete a paper application and submit it to the admissions office at the TCAT you plan to attend. Depending on location and program, students may need to place their name on a waiting list after applying.

Make sure to complete an application by early spring. We recommend an April 1 application priority date!

Benefits of Community and Technical Colleges

Better Job Opportunities and More Money

In the future, 80 percent of the fastest growing jobs in the United States will require at least some post-secondary education. By the year 2025, 55 percent of all jobs in Tennessee will require employees to have earned a post-secondary credential (certificate, associates or bachelor's degree).



Earning a post-secondary degree could represent a quarter of a million dollar increase of earnings over a lifetime!

*U.S. BUREAU OF LABOR STATISTICS; bls.gov/careeroutlook/2022/data-on-display/education-pays

Smooth Transition

Community and technical colleges offer a less drastic change from high school than some four-year colleges. Class sizes are small, and campuses are typically easier to access.

Specialized Degrees and Licensing Programs

Community and technical colleges have specialized programs in areas such as welding, automotive technology, nursing, culinary arts and many others that put you on the fast track to a rewarding career.

Best Value for Your Dollar

Community colleges are a great place to take general education courses (e.g., English, math, etc.). You can complete your associates degree in two years, transfer to a four-year state school utilizing the Tennessee Transfer Pathway and save approximately 50 percent in tuition as you complete your bachelor's degree, compared to directly enrolling at a four-year institution.

Below is a possible breakdown of a student who does not receive Pell or TSAA but is both HOPE/Wilder-Naifeh and TN Promise eligible. Please note that these are estimations.

	TCAT	Two-Year Public	Four-Year Public*	Four-Year Private*
Tuition (No books/fees/supplies)	\$3,000	\$4,700	\$8,000	\$20,000
HOPE/Wilder-Naifeh	-\$2,000	-\$3,200	-\$4,500	-\$4,500
TN Promise	-\$1,000	-\$1,500	-\$200	-\$200
Your Cost	\$0	\$0	\$3,300	\$15,300

*Check with your institution of choice to determine both college cost and the amount covered by TN Promise or other institutional aid as all four-year institutions process TN Promise differently.

ELIGIBLE INSTITUTIONS

The following list includes all Tennessee colleges and universities* students may attend as a TN Promise scholar. Visit the institutions' websites to learn about programs offered and admissions requirements. The digital version of this handbook contains links to each institution's TN Promise or financial aid page.

Tennessee Community Colleges

Chattanooga State Community College
Cleveland State Community College
Columbia State Community College
Dyersburg State Community College
Jackson State Community College
Motlow State Community College
Nashville State Community College
Northeast State Community College
Pellissippi State Community College
Roane State Community College
Southwest Tennessee Community College
Volunteer State Community College
Walters State Community College

Tennessee Colleges of Applied Technology

TCAT Athens
TCAT Chattanooga
TCAT Covington
TCAT Crossville
TCAT Crump
TCAT Dickson
TCAT Elizabethton
TCAT Harriman
TCAT Hartsville
TCAT Hohenwald
TCAT Jacksboro
TCAT Jackson
TCAT Knoxville
TCAT Livingston
TCAT McKenzie
TCAT McMinnville
TCAT Memphis
TCAT Morristown
TCAT Murfreesboro
TCAT Nashville
TCAT Northwest
TCAT Oneida
TCAT Paris
TCAT Pulaski
TCAT Ripley
TCAT Shelbyville

Public Universities with Eligible Two-Year Programs*

Austin Peay State University
Tennessee State University**
UT Southern (formerly Martin Methodist)

Private Colleges with Eligible Two-Year Programs*

Baptist Health Sciences University
Bethel University
Bryan College
Carson-Newman University
Christian Brothers University
Cumberland University
Fisk University
Freed-Hardeman University
John A. Gupton College
Johnson University
King University
Lane College
LeMoyne-Owen College
Lincoln Memorial University
South College
Southern Adventist University
Trevecca Nazarene University
Tusculum College
Welch College
William R. Moore College of Technology

*In order to use the TN Promise scholarship at a four-year college or university, students must enroll in and be accepted into an associates degree program at that school – not a bachelor's degree program. Students enrolling in a health sciences program will not be eligible to receive TN Promise funding until admitted into the actual program of study. **If you are a UT Promise student, please see page 22.**

**Dental hygiene is Tennessee State University's only TN Promise eligible program. Students enrolling at Tennessee State University in a program other than dental hygiene will be ineligible for the TN Promise scholarship.

At a four-year institution, the TN Promise scholarship may not be last-dollar, meaning it may not fully cover all tuition and mandatory fees. The amount of funding you will receive will be based on the average amount of tuition and mandatory fees at a community college, which is estimated to be \$4,700. As a last-dollar scholarship, TN Promise will provide the remaining amount after Pell, HOPE and TSAA funds are applied. For example, if the average tuition and mandatory fees at a community college were \$4,700 per year and you were receiving \$4,500 in HOPE funds each year but no other federal or state aid, TN Promise would provide \$200 to be applied toward tuition and mandatory fees at one of the eligible four-year institutions listed on this page.

NOW THAT YOU HAVE APPLIED

The college application is only the beginning of the admissions process. Below is a list of next steps you need to complete to ensure you will be able to start classes on time. **tnAchieves has a priority date of May 1 to have all admissions documents submitted to your college.**

Community or Four-Year College Students

- Submit ACT scores, final high school transcript and shot records
- Attend new student orientation
- Take any required placement tests
- Create and check (at least weekly) college account
- Meet with an advisor/success coach
- Register full-time (12 credit hours)
We recommend 15 credit hours each term for on-time completion.

TCAT Students

- Submit final high school transcript and shot records
- Take any required placement tests
- Enroll in a full-time program
- Attend new student orientation

Submit Your Final High School Transcript

This must be an official transcript sent directly from your high school to your post-secondary institution of choice. Talk with your school counselor to determine the procedure for having your transcript sent to your college. Do not wait until the summer to request your transcript—it may be too late!

Attend New Student Orientation

New student orientation is different at every institution. Some have online orientations, some require you to attend an orientation on campus and others host orientation on the first day of classes. Check with the admissions office to determine when your orientation will be held. tnAchieves encourages students to attend orientation on campus, if it is available.

Complete Placement Testing

All colleges have different requirements for placement testing. Placement testing could give you the opportunity to test out of learning support courses, so be sure to take it seriously! Check with your college's admissions office to see if you are required to take placement testing prior to enrollment.

Create Your College Account

If your college has student accounts, create yours NOW and begin to check it weekly. This is where you will be notified if you are selected for financial aid verification (see page 19). This is also how your professors will communicate with you once you are enrolled.

Register for Classes

In college, your classes are not automatically assigned to you. You must select and register for classes based on your academic plan. Meet with an advisor or success coach before you complete registration to ensure you will be taking the correct classes. Please remember, at a community or four-year college, you must register for at least 12 credit hours to remain eligible for TN Promise. If you want to graduate in four semesters, you must take at least 15 credit hours each semester for most concentrations. At a TCAT, you must be enrolled in a full-time program.

QUICK TIP

College classes are not automatically assigned like they are in high school. After you have applied and been accepted, it is your responsibility to register for the classes you need. Make sure you work with an advisor/success coach to select the correct classes for your major!

SUMMER BRIDGE PROGRAM

The Summer Bridge Program is a FREE three-week program designed to help incoming students start on a more college-ready level, both academically and socially. Each day, students receive reading, English and math instruction and attend a college success Lunch & Learn. On the last day of the program, students have a chance to test out of learning support courses at the college they plan to attend.

Is the Summer Bridge Program for me?

If you answer yes to one or more of the following questions, the Summer Bridge Program may be for you!

- Did you score below a 19 on the math section of the ACT?
- Did you score below a 19 on the reading section of the ACT?
- Did you score below an 18 on the English section of the ACT?
- Was your high school GPA below a 3.6?

Is the Summer Bridge Program mandatory?

No. You are not required to attend the Summer Bridge Program in order to receive the TN Promise scholarship.

Does the Summer Bridge Program use my TN Promise funding?

No! You will still receive the same amount of funding as long as you continue to meet the TN Promise requirements. The Summer Bridge Program is FREE!

What do you mean by learning support courses?

If your high school GPA was below a 3.6 or your ACT math or reading score is below a 19 and/or your ACT English score is below an 18, you may be required to enroll in a learning support class during your first semester of college. At the Summer Bridge Program, you will take a college placement test on the first and last day. The goal is to better prepare you for your college experience. If you score high enough on the placement test, you will place out of the learning support class in that subject! Why does that matter? Students do not receive college credit toward their intended major for learning support courses, which can delay graduation.

Where will the Summer Bridge Program be held?

All 13 Tennessee community colleges host an annual Summer Bridge Program on one of their campuses. They are listed below:

- Chattanooga State Community College
- Cleveland State Community College
- Columbia State Community College
- Dyersburg State Community College
- Jackson State Community College
- Motlow State Community College
- Nashville State Community College
- Northeast State Community College
- Pellissippi State Community College
- Roane State Community College
- Southwest Tennessee Community College
- Volunteer State Community College
- Walters State Community College

When is the Summer Bridge Program?

Dates will differ by campus throughout June and July. Check tnAchieves.org for details.

How do I sign up for the Summer Bridge Program?

The application will be available at tnAchieves.org in spring 2023.

If I apply, am I automatically accepted?

Not necessarily. Students must maintain TN Promise eligibility to participate. Students planning to attend TN Promise eligible institutions will be given preference if a program reaches capacity. Acceptance is also first-come, first-served, so we recommend applying sooner rather than later!

CHANGING YOUR INSTITUTION

When you file your FAFSA, you need to make sure you select the TN Promise eligible institution you plan to attend in the fall as your first choice. If you change your mind, you will need to update the first college listed on your FAFSA and TSAC Portal. Your TSAC Portal is where you originally completed the TN Promise application before Nov. 1, 2022.

Any change of institution with FAFSA and TSAC should be made by **July 5**. The longer you wait to update your institution, the longer it will take for your financial aid file to be completed. Failure to change your institution could result in a delay of your TN Promise award and result in you having to pay out of pocket.

Updating Your First Choice Institution on the FAFSA

1. Go to **studentaid.gov**, and log in using your FSA ID prior to **July 5**.
2. Ensure the **2023-24** tab is selected and click **Update Schools** found under **You may take the following additional actions**.
3. Click **Continue**.
4. Create a save key.
 - The save key is for temporary use for you or your parent to return and complete this specific FAFSA form. The save key must be between 4 and 8 characters. You can use any combination of numbers and/or uppercase and lowercase letters. For example, the save key "Student2" is different than the save key "sTuDeNt2."
5. If the school you plan to attend is not included in the schools listed in the summary, click **Add More Schools**.
 - Search for the school you need to add by state, city or school name, or type in the Federal School Code, which can be found in the financial aid section of the college's website. Click **Search**.
 - Select the school in the **Search Results** box, then click **Continue**. The school should appear in the **Selected Colleges and Housing Info** menu. When you are done adding colleges, click **Continue**.
6. In the **Make changes to another section of your FAFSA form?** pop-up box, select **No Thanks, Continue**.
7. Read the terms and check the box indicating that you agree.
8. Click **Sign This FAFSA Form**.
9. Click **Submit My FAFSA Form Now**.
10. You will be directed to a page confirming that your 2023-2024 correction was successfully submitted to Federal Student Aid.
11. You will receive a confirmation email to the email address provided on your FAFSA when you submit changes. **Please save and print this email for your records**.
12. Changes made to your FAFSA can take up to **three days** to process. Stay in close communication with the financial aid office at the college you plan to attend to ensure your FAFSA is accessible to the college.

Updating Your Institution on the TSAC Student Portal

1. Visit **tn.gov/tsacstudentportal** prior to **July 5**.
2. Enter the username and password you created when you applied for TN Promise.
 - If you forgot your username and/or password, click **Forgot username or password?**
 - If you forgot your password, click the **Forgot your password? Click here** link. Enter your email address, the last four digits of your Social Security number and your date of birth. Click **Submit**. A temporary password will be sent to the email address you provided when you applied for TN Promise. The temporary password will expire in one hour. It is suggested that you copy and paste the temporary password from the email into the password field.
3. You may be prompted to answer one of the security questions you chose when you applied for TN Promise. Check the box next to **Register this computer to skip this step next time you login from this computer**. Click **Continue**.
4. The next page will show the image you chose. If it is the correct image, enter your password and click **Log In**.
5. Under the **Grants and Scholarship Program Information** section, you will see **Academic Year 2023-2024** and a list of program names and the institutions (program names include TSAA Tennessee Grants, HOPE Scholarship, Wilder-Naifeh Technical Skills Grant, Tennessee Promise).
6. You will see a **Transfer School** button for each program. You may click on any button and update the institution which will update all programs.
7. Select the correct institution from the drop down box. Click **Process Transfer Request**.
8. Click on **View Financial Summary** on the top right hand corner to return to your student portal. You should see that the institution was changed under the **Grants and Scholarship Program Information** section.
9. When you are finished, click **Log Out**. Please keep your username and password for the TSAC Student Portal in a safe place.

If you need help accessing your student account, or if the portal says there is already an account associated with your information, please call the **TSAC Helpline at 1-800-342-1663**.

FINANCIAL AID VERIFICATION

What is verification?

Verification is a process initiated by the Department of Education at the time you submit the FAFSA. Students selected for verification are required to submit certain documents to the college's financial aid office to verify the information provided on the FAFSA. Not all students are selected for verification, but if you are selected, no federal or state financial aid awards, including TN Promise, can be posted to your account until your financial aid file is verified.

What is the deadline to remain TN Promise eligible?

tnAchieves strongly encourages you to submit all requested documents for verification by **July 5** to avoid any delays with your financial aid package. The longer you wait to submit documentation, the longer it will take for your file to be completed. This means you may be required to pay to keep your classes!

How do I know if I have been selected?

You will be notified by your post-secondary institution if you have been selected for verification. **Check your college account!** Your college account may show alerts when you first log in. In order to be notified if you have been selected for verification, the college must have your application and FAFSA on file. If you do not apply to the college, you cannot be notified you of any outstanding requirements.

Click the links in the alerts to determine what information is being requested. You can also check the financial aid section of your college account for details. If you have trouble accessing or do not have a college account, contact the post-secondary institution's financial aid office directly.

Many colleges begin posting verification requirements to student accounts in April or earlier. If you are selected for verification, make sure you begin working with the financial aid office at the college you plan to attend as soon as possible.

It is important to make sure your college is listed as the first choice school on your FAFSA and your TSAC Student Portal shows the correct institution. Refer to page 18 if you need to change your FAFSA and/or TSAC Student Portal school choice.

What do I do if I am selected for verification?

If you are selected for verification, contact your school's financial aid office. Sometimes linking your FAFSA back to the IRS website will be sufficient. Other times, you will need to collect copies of the documents requested by the financial aid office (e.g., parent and/or student W-2, IRS tax return transcripts, etc.). Once all paperwork is submitted, the financial aid office will make corrections and process your financial aid. Remember, it can take up to four weeks for the financial aid office to process this paperwork, and processing documents may trigger the need for other documents to be submitted, so begin addressing this immediately.

All requested documentation should be submitted to the financial aid office at the college you plan to attend by **July 5** to ensure your file is reviewed and awards are posted to your account prior to the beginning of the term.

Simply turning in documents does not mean you have completed verification. The review process at the college is considered part of verification.

QUICK TIP

All verification is completed through the financial aid office at your college. Check your student account and your student email to see any alerts or notices from the financial aid office. When in doubt, call the financial aid office or stop by in person to check on your account! It is critical that you continue to follow up with your institution to ensure all required documents have been processed.

8 hours of community service must be completed and submitted by July 5, 2023!*

You may begin working on your community service hours November 2, 2022.

*If you plan to enroll at a Tennessee College of Applied Technology over the summer, your first 8 community service hours must be submitted by **April 1, 2023**.

Why?

Community service is a way to give back to your community, become involved and learn more about potential careers. It is also a great way to meet new people and learn about your community.

What?

Community service is time contributed to a nonprofit or public service organization. The community should benefit from the work you do! You can also volunteer in your field of interest to gain experience. This means job shadowing and unpaid internships may count toward your community service requirement.

Make sure you are volunteering with an actual organization (not an individual), you are not being paid and you are being supervised by someone who is not a family member. You can volunteer with more than one organization to meet the 8 hour requirement. You can use unpaid internships and job shadowing opportunities as well! Unpaid internships and job shadowing must be completed at an organization or business directly related to your field of study. Job shadowing submissions are subject to review by tnAchieves staff and may be denied if they do not fit within the guidelines.

tnAchieves offers virtual community service webinars that provide insight into various career fields and offer college tips and advice. **You can watch up to 4 virtual community service webinars that will contribute to the 8 total community service hours needed for each deadline. After viewing 4 virtual community service webinars, you will no longer have access to this feature.** To access the virtual community service webinars, visit tnAchieves.org/virtual.

Examples of what is and is not considered community service:

YES! That counts!	NO! That does NOT count!
Tutoring students at school or a community center	Babysitting your nieces or nephews
Doing laundry for residents of a nursing home	Doing laundry for your elderly neighbor
Building homes for people in need through an organization	Building a deck with your friend
Participating in an environmental clean-up event	Picking up trash during a hike with friends
Volunteering with a JROTC/ROTC group	Service in the military for which you are being paid
Helping with landscaping at a church	Proselytizing (sharing or teaching faith)
Job shadowing in your future career field	Cleaning the parking lot at your place of employment
Attending a tnAchieves job shadow event	Following around the manager of a fast-food restaurant
Shadowing a vet because you are studying Animal Sciences	Working for free at a store because you are studying Business
Watching tnAchieves virtual community service/job shadowing webinars after logging in at tnAchieves.org	Simply watching a YouTube or other online video not hosted by tnAchieves

If you need help finding community service opportunities, tnAchieves posts multiple opportunities for each county at tnAchieves.org/community-service.

Make sure YOU submit your community service hours by the deadline. Do not rely on the organization or another person to complete this important step for you.

COMMUNITY SERVICE

*Eligibility Requirement

How?

- 1. Find an organization!** Looking for places to volunteer? Check out tnAchieves.org, contact your local United Way or ask your mentor! Already have a place in mind? You are welcome to complete your hours anywhere that meets the requirements on page 20.
- 2. Complete at least 8 hours!** Don't forget: someone who works for the organization must be able to confirm you were there the entire time. Before you leave, ask for your supervisor's name, email address and phone number. You will need this information to submit your form!
- 3. Submit your form!** Go to tnAchieves.org/community-service/submit-cs-hours and complete the form entirely. Below are a few tips for completing the form:
 - Did you volunteer at the same organization multiple days? When completing the form, make sure you list all of the days you worked and the total number of hours you completed.
 - Having problems submitting the form? Follow the prompts on the error page to submit a help request. A tnAchieves staff member will respond via email to help troubleshoot your community service submission.
 - After you have submitted your form, you should see a completion page that states, "Thank you for submitting a tnAchieves community service form." You will also receive a confirmation email at the email address you provided on your form. Save this confirmation email for your records.
 - If you receive an error message when completing your form, this means your form did not submit and your hours have not been received! Please follow the directions provided on the error message or contact us: tnAchieves@tnAchieves.org.
 - Visit tnAchieves.org/community-service/check-my-community-service-hours/ to check how many hours of community service you have submitted.

When?

Semester/Trimester ¹	Deadline ⁴	Timeframe for Completion
Summer 2023 ²	April 3, 2023 by 11:59 PM CT	November 2, 2022-April 3, 2023
Fall 2023	July 5, 2023 by 11:59 PM CT	November 2, 2022-July 5, 2023
Spring 2024	December 1, 2023 by 11:59 PM CT	July 6, 2023-December 1, 2023
Summer 2024 ³	April 1, 2024 by 11:59 PM CT	December 2, 2023-April 1, 2024
Fall 2024	July 1, 2024 by 11:59 PM CT	December 2, 2023-July 1, 2024
Spring 2025	December 2, 2024 by 11:59 PM CT	July 2, 2024-December 2, 2024
Summer 2025 ³	April 1, 2025 by 11:59 PM CT	December 3, 2024-April 1, 2025
Fall 2025	July 1, 2025 by 11:59 PM CT	December 3, 2024-July 1, 2025

¹If you will graduate high school prior to the spring 2023 term, please see the early graduate FAQ on page 25.

²Only students attending a TCAT may enroll the summer directly following high school graduation and must meet the April 1, 2023 deadline. They must also submit an additional 8 hours by July 5, 2023 for the fall term.

³Summer semester/trimester deadlines only apply to students attending a TCAT or students choosing to enroll full time in a summer semester at a community college or eligible four-year institution.

⁴Students attending South College are required to submit 8 hours prior to each quarter. Contact us for specific deadlines.

It is important to note that you may begin completing your community service hours on November 2, 2022. Any community service completed prior to this date will not be accepted. Community service must be submitted each semester and additional hours over the required 8 hours cannot be carried over to the next semester. Hours must be completed within the set timeframe given.

Completing your community service before the deadline but failing to submit to tnAchieves before the deadline will result in the loss of your TN Promise eligibility. Submitting even one minute after the deadline will result in the loss of your TN Promise eligibility.

UT Promise is a last-dollar, undergraduate scholarship that will guarantee free tuition and mandatory fees to qualifying Tennessee residents enrolling at UT campuses in Knoxville, Chattanooga, Martin, Memphis and Pulaski.*

As a last-dollar scholarship, UT Promise will be applied after other financial aid is received. UT Promise is an expansion of scholarship offerings and does not replace existing scholarships. It is important to note that UT Promise functions separately from TN Promise and can only be used at universities falling under the University of Tennessee system. Eligible applicants must meet the following requirements:

DEADLINES FOR FIRST-TIME FRESHMEN

NOVEMBER 1	Complete the TN Promise application.
DECEMBER 15	Complete the UT Promise application at UTPromise.org .
DECEMBER 15	Apply for admission to your UT institution of choice.
DEC. - JAN.	Complete mandatory meeting requirement coordinated by tnAchieves.
MARCH 1	File the 2023-2024 Free Application for Federal Student Aid (FAFSA).
JULY 5	Complete and submit 8 hours of community service.
JULY 5	Complete financial aid verification, if selected.
JULY 5	Ensure UT institution of choice is listed on your TSAC Portal and FAFSA.
FALL 2023	Enroll as a full-time student at your UT institution of choice.

After you enroll at a UT campus in fall 2023, you will be paired with a UT mentor. You will receive communications about your mentor in fall 2023. To stay informed, check your email for updates from tnAchieves and UT.

Additional requirements:

Free tuition and mandatory fees for in-state students meeting all of the following criteria:

- A family household income under \$60,000.**
- Receive the Tennessee HOPE Scholarship.
- Be admitted to your UT institution of choice and enroll within 16 months of high school graduation.

To maintain eligibility a student must:

- Be a full-time, continuously enrolled student.
- Maintain the Tennessee HOPE scholarship.
- Complete the FAFSA annually, including any verification requirements.
- Complete community service and mentoring requirements each semester.

*UT Promise is only applicable for undergraduate programs at UT Knoxville, Chattanooga, Martin, Southern and the Health Science Center in Memphis.

**The accurate, verifiable total combined amount of parent and student adjusted gross income and untaxed income of less than \$60,000, AND a total maximum asset amount of less than \$75,000, as defined by the Free Application for Federal Student Aid (FAFSA).

For more information on UT Promise, visit utpromise.tennessee.edu.

Please contact the University of Tennessee at utpromise@tennessee.edu with any questions specifically regarding UT Promise.

TNACHIEVES POLICIES

To remain TN Promise eligible, students must:

High School:

1. Attend and graduate from an eligible high school.

- Students must apply their senior year of high school with the Class of 2023 and meet the TN Promise established application deadline.
- A student must be a Tennessee resident.
 - Students' residency will be determined by the post-secondary institution.
 - Students who reside with a parent outside of Tennessee pursuant to military orders will be considered eligible to participate in the scholarship program.
- Students who complete a GED or HiSET diploma must enroll full-time in an eligible post-secondary program in the fall after they receive their diploma, provided that the diploma was earned before the student reached 19 years of age. This assumes the GED or HiSET student met all TN Promise requirements.

2. Attend all scheduled mandatory TN Promise meetings. Students must attend their assigned scheduled meeting as outlined in the student handbook and tNAchieves website.

- Excuse forms will be reviewed for the following: participation in a school-sanctioned event (e.g., athletic event and/or practice, concert and/or rehearsal, national or state conference or competition), death in the immediate family, personal illness, conflict with post-secondary class schedule, conflict with religious observance, personal or immediate family emergency, conflict with work schedule, lack of transportation.
- Students are responsible for notifying tNAchieves prior to or following their missed meeting via the excuse form provided at tNAchieves.org. Failure to meet this requirement, even with a valid excuse, may result in the loss of TN Promise eligibility.
 - All other excuses outside those outlined above are not considered excusable absences and will result in a student losing TN Promise eligibility. This includes meetings that are rescheduled due to inclement weather or school closings.
 - Students who arrive late to a mandatory meeting will lose their TN Promise eligibility. Likewise, students that leave a meeting prior to adjournment will lose their TN Promise eligibility.
 - Students who have an approved absence from tNAchieves must complete the mandatory meeting requirement virtually.
 - Excused students will gain access to the virtual mandatory meeting on February 1, 2023 via email from tNAchieves.
 - Excused students must complete the mandatory meeting requirement by March 1, 2023 to remain eligible for TN Promise.
- Students who graduate high school during the fall term are required to return to their high school for the assigned mandatory meeting.
- Students who transfer during their senior year are responsible for alerting tNAchieves and attending the assigned mandatory meeting designated for the high school to which they transferred.
- A parent/guardian cannot attend the assigned meeting or view the virtual mandatory meeting on a student's behalf. Students must complete the mandatory meeting requirement to remain eligible for TN Promise.
- Students who require accommodations at their assigned team meeting will be responsible for alerting tNAchieves 72 hours in advance of the meeting (e.g., sign language interpreter).

3. Complete the Free Application for Federal Student Aid (FAFSA) by March 1, 2023.

- Failure to qualify for federal aid in the form of a Pell Grant and/or state aid in the form of TELS (e.g., HOPE) or TSAA funding will not affect a student's TN Promise eligibility.
- Students must be eligible for in-state tuition.
- Students must complete the correct year's FAFSA each year prior to the deadline established by TSAC.

4. Submit all financial aid verification documents each year for community and four-year colleges.

- Students attending a TCAT must complete the verification process by October 1 each year.
- tNAchieves encourages students to submit all documents by July 5 to ensure the post-secondary institutions have adequate time to process.
- Students must select the eligible institution they plan to attend as their first choice on the Free Application for Federal Student Aid (FAFSA) as well as direct their TSAC Student Portal to the eligible institution.
- It is the responsibility of students to confirm with the post-secondary institution that their admissions and financial aid files are verified, processed and ready for award.

5. Complete and submit at least 8 hours of community service prior to the start of each semester/trimester/quarter by the established deadline. See the Community Service Policy on page 24 for further details regarding this requirement.

College:

1. Maintain full-time status each semester.

- If students fall below full-time, they will no longer be eligible.
- TCAT students must be enrolled in a full-time program.
- Failure to attend class could result in loss of eligibility.

2. Begin at an eligible post-secondary institution in the fall term directly following high school graduation.

- Students may begin at their post-secondary institution prior to the fall term directly following high school graduation; however, students will be responsible for incurred tuition and fees until fall.
- TCAT students may begin in the summer directly following high school graduation if they have met all TN Promise requirements.
- Students may be granted a medical or personal leave of absence from timely enrollment in the initial semester full-time attendance or continuous enrollment at an eligible post-secondary institution as long as all other acceptable eligibility criteria are met. Students must request a leave of absence with their chosen post-secondary institution for approval.
 - An approved leave of absence of six months or less shall not count against the five-semester or eight-trimester limit at an eligible post-secondary institution.

3. Attend an eligible post-secondary institution for continuous semesters.

- Students cannot leave the post-secondary institution for a period of time and remain eligible.
- If students withdraw from all classes or stops attending during the semester, they will no longer be eligible.

4. Maintain a 2.0 cumulative GPA at the end of each academic year.

- TCAT students must maintain satisfactory academic progress each trimester.

5. Complete the Free Application for Federal Student Aid (FAFSA) by the established deadline each year throughout their post-secondary experience.

- Failure to qualify for federal aid in the form of a Pell Grant and/or state aid in the form of TELS (e.g., HOPE) or TSAA funding will not affect a student's TN Promise eligibility.
- Students must be eligible for in-state tuition.
- Students must complete the correct year's FAFSA each year prior to the deadline established by TSAC.

TNACHIEVES POLICIES

6. Submit all financial aid verification documents each year for community and four-year colleges.

- a. Students attending a TCAT must complete the verification process by October 1 each year.
- b. tnAchieves encourages students to submit all documents by July 5 to ensure the post-secondary institutions have adequate time to process.
- c. Students must select the eligible institution they plan to attend as their first choice on the Free Application for Federal Student Aid (FAFSA) as well as direct their TSAC Student Portal to the eligible institution.
- d. It is the responsibility of students to confirm with the post-secondary institution that their admissions and financial aid files are verified, processed and ready for award.

7. Complete and submit at least 8 hours of community service prior to the start of each semester/trimester/quarter by the established deadline. See the Community Service Policy below for further details regarding this requirement.

Community Service Policy:

Complete and submit at least 8 hours of community service prior to the start of each semester/trimester/quarter by the established deadline. Community service must be completed under the supervision of an established organization (e.g., nonprofit, public service organization).

- a. Community service is not:
 - i. Work resulting in payment.
 - ii. Work done under the supervision of an extended or immediate family member.
 - iii. Work done for an individual rather than an organization (e.g., babysitting, mowing a neighbor's lawn, picking up trash in the neighborhood).
 - iv. Proselytizing (sharing or teaching faith).
 - v. Work done off the clock/unpaid at the student's job.
- b. Virtual community service webinars are available as a means to complete up to 4 community service hours for each deadline. The remaining 4 hours must be completed via job shadowing and/or community service opportunities that fit within the guidelines.
 - i. Each virtual community service webinar counts as one hour. Students will be automatically credited one hour per webinar after viewing the webinar in its entirety.
 - ii. Students are not required to submit a community service form for viewing the webinars.
 - iii. Webinars may only be accessed via tnAchieves.org. All other forms of virtual community service will be denied.
- c. Students must complete and submit all information regarding community service by the established deadline at tnAchieves.org. Failure to comply by the established dates will result in loss of eligibility. Keep in mind, it is not the responsibility of the organization and/or supervisor to submit hours on a student's behalf.
- d. Should students feel that extenuating circumstances beyond their control prohibited them from completing and submitting community service by the deadline, they may file an appeal with tnAchieves at <https://tnAchieves.org/appeal-form/>.
 - i. If the appeal is denied, students will not be able to submit community service after the deadline and will remain ineligible for TN Promise.
 - ii. If the appeal is approved, students will have one week from appeal approval to complete and submit 8 hours of community service, unless otherwise specified in the appeal approval.
 - iii. Should students fail to submit all required community service in the allotted time, they will remain ineligible for TN Promise.
 - iv. Students who are unable to complete community service hours in person due to illness, injury, a documented disability and/or accommodation must file an appeal with tnAchieves prior to the community service deadline.
 - If the appeal is approved, the student will be allowed to complete 8 hours of virtual community service webinars.
 - v. Documentation is required for any community service appeal submitted to tnAchieves.
 - vi. Unless otherwise specified, an approved appeal only applies to the community service deadline being appealed. Any additional exceptions or accommodations for future terms must be appealed prior to each deadline.
- e. In the event that a post-secondary institution reverses a student's ineligibility certification after a community service deadline, an exception to the missed deadline may be considered by tnAchieves.
 - i. If granted, students will be contacted by tnAchieves. Community service must be completed and submitted in its entirety no later than two weeks from notification.
 - ii. Should students fail to submit all required community service in the allotted time, they will remain ineligible for TN Promise.

Other components:

1. Only a member of tnAchieves staff may determine a student's TN Promise eligibility.

- a. Mentors are an extension of tnAchieves but are not tnAchieves staff members.
- b. tnAchieves mentors are volunteers and may lack adequate time to answer all questions; therefore, it is the student's responsibility to confirm eligibility with tnAchieves staff.

2. TN Promise only funds last-dollar tuition and mandatory fees. It does not pay for books or other post-secondary expenses (e.g., application fee, program and class specific fees). TN Promise only covers fees required of all students.

3. A student cannot be mentored by a family member.

4. Mentors cannot choose students to mentor.

- a. tnAchieves staff will randomly assign students to mentors.

5. TN Promise follows the admissions requirements of the post-secondary institution.

- a. TN Promise will fund learning support classes if the student fails to meet the ACT requirements for college-level coursework.

6. Students are responsible for notifying tnAchieves staff when their contact information changes. Incorrect information does not preclude students from ineligibility.

Should students fail to adhere to any/all policies, tnAchieves invokes the right to remove a their eligibility. tnAchieves values honesty and integrity. A student who submits misinformation will immediately lose TN Promise eligibility. Be respectful in all correspondence and communication, including social media.

Policies may be subject to change without notice. It is a student's responsibility to refer to the policies as posted at tnAchieves.org for updates and changes to the TN Promise legislation.

FREQUENTLY ASKED QUESTIONS

What is TN Promise?

TN Promise is a last-dollar scholarship that provides the opportunity for every Tennessee high school student to earn a post-secondary credential. This also applies to students who complete a GED or HiSET prior to their 19th birthday.

Who is eligible?

Any high school senior who graduates from an eligible Tennessee high school or completes a Tennessee homeschool program is eligible to apply. Students will apply in the beginning of the year in which they will graduate (by November 1, 2022) and begin working with tnAchieves. To receive TN Promise funds, students must complete the tnAchieves program.

Are GED recipients eligible for TN Promise?

Students who complete a GED or HiSET diploma (and have met all other TN Promise eligibility requirements) must enroll full-time in an eligible post-secondary program in the fall term after they receive their diploma, provided that the diploma was earned before they reach 19 years of age.

What if students graduate early from high school?

Students who graduate early from an eligible high school, eligible home school program or obtains a GED or HiSET early may enroll in an eligible post-secondary institution with TN Promise funding prior to fall 2023 provided they meet all requirements:

- Apply to TN Promise by November 1, 2022;
- File the 2022-2023 FAFSA using 2020 tax information by March 1, 2023 (available now to all students at studentaid.gov);
- File the 2023-2024 FAFSA using 2021 tax information by March 1, 2023 (available October 1, 2022 to all students at studentaid.gov);
- Attend their assigned mandatory meeting by March 1, 2023 (see page 6); and
- Complete and submit 8 hours of community service by April 3, 2023 (see pages 21-22).

Early high school graduates are defined as students who graduate from an eligible high school, eligible home school program or completes a GED or HiSET prior to the spring semester of what would normally have been their senior year of high school. After the TN Promise application closes, students who have indicated an early graduation date on their TN Promise application will be notified via email by tnAchieves. If students choose to enroll in an eligible post-secondary institution in the spring term, they must meet all requirements listed above to receive TN Promise funding.

Early high school graduates are not required to begin college prior to the fall term immediately following high school graduation; however, if they chose to enroll in college prior to fall 2023 with TN Promise funding, the term(s) will be counted as one of the 5 semesters/8 trimesters available with TN Promise. Additionally, TN Promise early graduates who enroll and receive funding in the spring and/or summer semester would have a GPA reviewed at the conclusion of the academic year. This could lead to a permanent loss of eligibility. All TN Promise students must maintain a 2.0 cumulative GPA at the end of every academic year.

It is important to note that students must complete all early graduate TN Promise requirements outlined above PRIOR to spring enrollment to avoid triggering a reimbursement process for tuition and mandatory fees. In other words, students who have yet to complete all steps prior to spring enrollment will pay tuition and fees upfront then be reimbursed by TN Promise only when all requirements are satisfied.

Students who find out they can graduate from high school early after the TN Promise application closes and/or later in the fall term of their senior year are responsible for notifying tnAchieves and completing the requirements above to be eligible for an early college start. Please reach out to tnAchieves with any questions.

Do non-U.S. citizens qualify for TN Promise?

No. To be eligible, students must be able to complete the FAFSA, qualify for in-state tuition and possess a valid Social Security number. The DACA number is NOT a valid entry on the Tennessee Promise application. A student must complete the Free Application for Federal Student Aid (FAFSA) for which the student's U.S. citizenship or eligible non-citizenship status has been confirmed by the federal government. Note: This option is only available for:

1. U.S. Citizens;
2. U.S. permanent residents (with an I-151, I-551, or I-551C permanent resident card); or
3. Individuals who have an Arrival/Departure Record (I-94) showing one of the following designations: Refugee, Asylum Granted, Cuban-Haitian Entrant (Status Pending), Conditional Entrant (Valid only if issued before April 1, 1980), Victims of Human Trafficking (T-2, T-3, or T-4 visa), or Parolee (who meets certain conditions).

What does TN Promise fund?

TN Promise is a last-dollar scholarship that funds tuition and mandatory fees at eligible TN Promise post-secondary institutions. These funds cannot be used for books, cost of attendance fees or fees associated with a specific program or class.

In order to use the TN Promise scholarship at a four-year college or university, students must enroll in and be accepted into an associates degree program at that school – not a bachelor's degree program. Students enrolling in a health sciences program will not be eligible to receive TN Promise funding until admitted into the actual program of study.

At a four-year institution, the TN Promise scholarship may not be last-dollar, meaning it may not fully cover all tuition and mandatory fees. The amount of funding you will receive will be based on the average amount of tuition and mandatory fees at a community college, which is estimated to be \$4,700. As a last-dollar scholarship, TN Promise will provide whatever amount remains after Pell, HOPE and TSAA funds are applied. For example, if the average tuition and mandatory fees at a community college were \$4,700 per year and you were receiving \$4,500 in HOPE funds each year but no other federal or state aid, TN Promise would provide \$200 to be applied toward tuition and mandatory fees at one of the eligible four-year institutions found on page 15.

FREQUENTLY ASKED QUESTIONS

Does TN Promise cover remedial education?

Yes. TN Promise will cover remedial classes if a student should need to take them.

How will the funds be administered?

After students meet all TN Promise requirements, the Tennessee Student Assistance Corporation (TSAC) will send the funds to the eligible institution after all Pell, TELS (e.g., HOPE and Wilder-Naifeh) and TSAA funding have been applied.

When does TN Promise funding begin?

Students must begin at an eligible institution the fall semester immediately following high school graduation. TCAT students are able to begin in the trimester beginning in May 2023 as long as the student has completed and submitted community service hours by April 3, 2023.

Will a student receive a check for the scholarship?

Students never directly receive funding from TN Promise. TSAC will send funds directly to the college.

How long after high school graduation will students remain eligible for TN Promise?

If a student continues to meet all requirements, TN Promise funding is available for five consecutive semesters at a community college or eligible four-year institution, eight consecutive trimesters at a TCAT or until a terminating event (graduation or transfer to a non-TN Promise institution) has occurred.

What happens if a student misses a TN Promise deadline?

Failure to meet any TN Promise deadline will result in a student being permanently ineligible for TN Promise.

May a student attend a four-year institution with TN Promise funding?

TN Promise eligible post-secondary institutions (see page 15) offer associates degree programs. In order for students to receive TN Promise funding at one of these eligible institutions, they must meet all deadlines, as well as be accepted in the associates degree program. At these institutions, funding for TN Promise may not be last dollar. The scholarship will be determined by the amount students would receive should they attend a community college. This amount would be portable to the eligible four-year institution. In other words, if a student's last-dollar amount at a community college is \$0 due to a full Pell Grant being awarded, the student would not receive any funding at the eligible four-year institution. If a student receives the HOPE scholarship only, the student would receive approximately \$100 each semester from TN Promise at the four-year institution. Check with the institutions' offices of financial aid to determine student financial responsibility as it varies from college to college.

What should students do if they are having trouble submitting the community service form?

Students who are having trouble with the community service form should follow the prompts on the error page to submit a help request. A tnAchieves staff member will respond via email to help troubleshoot your community service submission.

Can a student take a semester off?

Students may request a medical or personal leave of absence from timely enrollment in the initial semester, full-time attendance or continuous enrollment at an eligible post-secondary institution as long as all other applicable eligibility criteria are met. Medical or personal appeals will be considered in the following situations: illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student's immediate family, fulfillment of a religious commitment expected of members of that faith, fulfillment of required military service, enrollment for a specific TCAT program being unavailable until a later trimester or other extraordinary circumstances beyond the student's control where attendance by the student creates a substantial hardship. In order to complete an appeal prior to initial enrollment, students must visit tnAchieves.org/resources/appeal-process/ for instructions on submitting an appeal. In order to request a leave of absence after initial enrollment, students must complete the appeal process as specified by their college. In the event an institution denies a request for a medical or personal leave of absence, students may appeal the decision in accordance with the rules found at tnAchieves.org/resources/appeal-process/.

How can students transfer to a four-year program or institution once they have completed their degree or certificate through TN Promise?

Tennessee Transfer Pathways ensure that students follow a prescribed curriculum that is transferable, marked by clarity and available for students to review on the first day of enrollment. There are approved transfer pathways that span multiple disciplines and are accepted at all public institutions in Tennessee. More information about participating institutions can be found at: www.tntransferpathway.org/transfer-campus. Although students who complete an associates degree are no longer eligible for TN Promise, they should contact the four-year institution they are interested in to discuss other sources of aid.

Why is it important to update tnAchieves when emails and phone numbers change?

tnAchieves uses the contact information initially provided on the TN Promise application to send important communication related to program requirements. Failure to notify tnAchieves of changes may result in students missing important emails and texts related to upcoming deadlines. Incorrect information does not preclude a student from ineligibility.

If students and their families have not filed taxes by March 1, 2023, can they still file the FAFSA before the TN Promise deadline?

Yes. Due to changes in the FAFSA application process, students will report income information from 2021 taxes. Reference pages 8-10 of this handbook for additional information.

MANDATORY MEETING DATES/TIMES

Public school applicants: You are required to attend the mandatory meeting for your county then high school.

Private/Alternative/Virtual school applicants (any school not listed): You are required to attend the mandatory meeting assigned for the Priv./Alt./Homeschool applicants in the county in which your high school is located.

Homeschool/GED Applicants: You are required to attend the mandatory meeting assigned for the Priv./Alt./Homeschool applicants in the county in which you live.

County	High School	Meeting Details	County	High School	Meeting Details
Anderson Co.	Priv./Alt./Homeschool	12/13/2022 at 3:40 PM at Oak Ridge HS	Coffee Co.	Tullahoma	1/9/2023 at 3:45 PM at Tullahoma HS
Anderson Co.	Anderson Co. HS	12/8/2022 at 5:00 PM at Anderson Co. HS	Crockett Co.	Priv./Alt./Homeschool	1/24/2023 at 3:25 PM at Crockett Co. HS
Anderson Co.	Anderson Inn. Acad.	12/8/2022 at 5:00 PM at Anderson Co. HS	Crockett Co.	Crockett Co. HS	1/24/2023 at 3:25 PM at Crockett Co. HS
Anderson Co.	Clinton	1/9/2023 at 4:20 PM at Clinton HS	Cumberland Co.	Priv./Alt./Homeschool	12/6/2022 at 3:10 PM at Stone Memorial HS
Anderson Co.	Oak Ridge	12/13/2022 at 3:40 PM at Oak Ridge HS	Cumberland Co.	Cumberland Co. HS	1/30/2023 at 3:00 PM at Cumberland Co. HS
Anderson Co.	Secret City Acad.	12/13/2022 at 12:30 PM at Secret City Acad.	Cumberland Co.	Stone Memorial	12/6/2022 at 3:10 PM at Stone Memorial HS
Bedford Co.	Priv./Alt./Homeschool	12/13/2022 at 3:25 PM at Shelbyville Central HS	Cumberland Co.	The Phoenix School	1/30/2023 at 3:00 PM at Cumberland Co. HS
Bedford Co.	Cascade	12/13/2022 at 1:00 PM at Cascade HS	Davidson Co.	Acad. at Hick. Hollow	12/12/2022 at 2:35 PM at Cane Ridge HS
Bedford Co.	Community	12/13/2022 at 9:00 AM at Community HS	Davidson Co.	Acad. at Old Cockrill	12/5/2022 at 9:00 AM at Acad. at Old Cockrill
Bedford Co.	Shelbyville Central	12/13/2022 at 3:25 PM at Shelbyville Central HS	Davidson Co.	Acad. at Opry Mills	12/13/2022 at 10:00 AM at Acad. at Opry Mills
Bledsoe Co.	Priv./Alt./Homeschool	1/24/2023 at 1:00 PM at Bledsoe Co. HS	Davidson Co.	Antioch	1/25/2023 at 2:45 PM at Antioch HS
Bledsoe Co.	Bledsoe Co. HS	1/24/2023 at 1:00 PM at Bledsoe Co. HS	Davidson Co.	Cane Ridge	12/12/2022 at 2:35 PM at Cane Ridge HS
Blount Co.	Alcoa	1/18/2023 at 3:45 PM at Alcoa HS	Davidson Co.	Cora Howe School	12/8/2022 at 8:00 AM at Cora Howe School
Blount Co.	Priv./Alt./Homeschool	1/12/2023 at 4:30 PM at Maryville HS	Davidson Co.	Priv./Alt./Homeschool	1/9/2023 at 5:00 PM at McGavock HS
Blount Co.	Heritage	12/8/2022 at 2:30 PM at Heritage HS	Davidson Co.	Early College - MNPS	1/23/2023 at 9:00 AM at Early College HS
Blount Co.	Maryville	12/5/2022 at 3:50 PM at Maryville HS	Davidson Co.	East Nashville Magnet	1/17/2023 at 1:00 PM at East Nashville Magnet HS
Blount Co.	William Blount	12/15/2022 at 4:00 PM at William Blount HS	Davidson Co.	Glenclyff	1/23/2023 at 3:00 PM at Glenclyff HS
Bradley Co.	Bradley Central	1/17/2023 at 4:00 PM at Bradley Central HS	Davidson Co.	Hillsboro	1/26/2023 at 2:35 PM at Hillsboro HS
Bradley Co.	Priv./Alt./Homeschool	12/8/2022 at 3:00 PM at Cleveland HS	Davidson Co.	Hillwood	12/5/2022 at 2:25 PM at Hillwood HS
Bradley Co.	Cleveland	12/8/2022 at 3:00 PM at Cleveland HS	Davidson Co.	Hume-Fogg	1/17/2023 at 9:30 AM at Hume-Fogg HS
Bradley Co.	GOAL Acad.	1/17/2023 at 4:00 PM at Bradley Central HS	Davidson Co.	Hunters Lane	1/26/2023 at 2:35 PM at Hunters Lane HS
Bradley Co.	Walker Valley	1/19/2023 at 4:00 PM at Walker Valley	Davidson Co.	Independence Acad.	1/26/2023 at 10:00 AM at Independence Acad.
Campbell Co.	Priv./Alt./Homeschool	12/15/2022 at 3:40 PM at Campbell Co. HS	Davidson Co.	John Overton	1/19/2023 at 2:35 PM at John Overton HS
Campbell Co.	Campbell Co. HS	12/15/2022 at 3:40 PM at Campbell Co. HS	Davidson Co.	KIPP Nashville	1/17/2023 at 3:45 PM at Kipp HS
Campbell Co.	Jellico	12/15/2022 at 1:00 PM at Jellico HS	Davidson Co.	LEAD Acad.	1/12/2023 at 1:00 PM at LEAD Acad.
Cannon Co.	Priv./Alt./Homeschool	1/25/2023 at 1:00 PM at Cannon Co. HS	Davidson Co.	Lead Southeast	1/17/2023 at 9:00 AM at Lead Southeast HS
Cannon Co.	Cannon Co. HS	1/25/2023 at 1:00 PM at Cannon Co. HS	Davidson Co.	Maplewood	1/19/2023 at 2:35 PM at Maplewood HS
Carroll Co.	Priv./Alt./Homeschool	1/11/2023 at 4:30 PM at Bethel Univ.	Davidson Co.	MLK Jr. Magnet	1/10/2023 at 2:00 PM at MLK Jr. Magnet
Carroll Co.	Clarksburg	1/11/2023 at 4:30 PM at Bethel Univ.	Davidson Co.	McGavock	12/13/2022 at 2:35 PM at McGavock HS
Carroll Co.	Hollow Rock-Bruceton	1/11/2023 at 4:30 PM at Bethel Univ.	Davidson Co.	Metro Nash. Virtual Sch.	1/9/2023 at 5:00 PM at McGavock HS
Carroll Co.	Huntingdon	1/11/2023 at 4:30 PM at Bethel Univ.	Davidson Co.	Nashville Big Picture	12/5/2022 at 9:00 AM at Nash. Big Picture HS
Carroll Co.	Mckenzie	1/11/2023 at 4:30 PM at Bethel Univ.	Davidson Co.	Nash. Sch. Of The Arts	1/23/2023 at 12:30 PM at Nash. Sch. of the Arts
Carroll Co.	West Carroll	1/11/2023 at 4:30 PM at Bethel Univ.	Davidson Co.	Pearl-Cohn	12/12/2022 at 7:30 AM at Pearl-Cohn HS
Carter Co.	Priv./Alt./Homeschool	12/8/2022 at 3:15 PM at Elizabethton HS	Davidson Co.	RePublic	12/5/2022 at 1:30 PM at RePublic HS
Carter Co.	Cloudland	12/8/2022 at 9:30 AM at Cloudland HS	Davidson Co.	STEM Prep Acad.	1/19/2023 at 9:30 AM at STEM Prep Acad.
Carter Co.	Elizabethton	12/8/2022 at 3:15 PM at Elizabethton HS	Davidson Co.	Stratford STEM	1/17/2023 at 1:00 PM at Stratford STEM
Carter Co.	Hampton	1/10/2023 at 10:00 AM at Hampton HS	Davidson Co.	TN School for the Blind	1/10/2023 at 9:30 AM at TN School for the Blind
Carter Co.	Happy Valley	1/10/2023 at 3:25 PM at Happy Valley HS	Davidson Co.	Valor College Prep	12/13/2022 at 10:00 AM at Valor College Prep
Carter Co.	Unaka	12/8/2022 at 1:00 PM at Unaka HS	Davidson Co.	Whites Creek	1/12/2022 at 8:30 AM at Whites Creek
Cheatham Co.	Priv./Alt./Homeschool	1/9/2023 at 3:15 PM at Cheatham Co. Central HS	DeKalb Co.	Priv./Alt./Homeschool	1/25/2023 at 3:15 PM at DeKalb Co. HS
Cheatham Co.	Cheatham Co. Central	1/9/2023 at 3:15 PM at Cheatham Co. Central HS	DeKalb Co.	DeKalb Co. HS	1/25/2023 at 3:15 PM at DeKalb Co. HS
Cheatham Co.	Harpeth	1/19/2023 at 3:15 PM at Harpeth HS	Dickson Co.	Creek Wood	1/17/2023 at 3:25 PM at Creek Wood HS
Cheatham Co.	Sycamore	1/9/2023 at 1:00 PM at Sycamore HS	Dickson Co.	Priv./Alt./Homeschool	1/17/2023 at 3:25 PM at Creek Wood HS
Chester Co.	Priv./Alt./Homeschool	1/19/2023 at 2:00 PM at Chester Co. HS	Dickson Co.	Dickson Co. HS	1/19/2023 at 3:20 PM at Dickson Co. HS
Chester Co.	Chester Co. HS	1/19/2023 at 2:00 PM at Chester Co. HS	Dyer Co.	Priv./Alt./Homeschool	12/15/2022 at 3:30 PM at Dyersburg HS
Clay Co.	Priv./Alt./Homeschool	1/18/2023 at 10:00 AM at Clay Co. HS	Dyer Co.	Dyer Co. HS	12/13/2022 at 3:30 PM at Dyer Co. HS
Clay Co.	Clay Co. HS	1/18/2023 at 10:00 AM at Clay Co. HS	Dyer Co.	Dyersburg	12/15/2022 at 3:30 PM at Dyersburg HS
Cocke Co.	Priv./Alt./Homeschool	1/23/2023 at 3:45 PM at Cocke Co. HS	Fayette Co.	Priv./Alt./Homeschool	1/10/2023 at 2:45 PM at Fayette-Ware HS
Cocke Co.	Cocke Co. HS	1/23/2023 at 3:45 PM at Cocke Co. HS	Fayette Co.	Fayette-Ware	1/10/2023 at 2:45 PM at Fayette-Ware HS
Cocke Co.	Cosby	1/23/2023 at 1:00 PM at Cosby HS	Fentress Co.	York Institute	1/12/2023 at 3:30 PM at York Institute
Coffee Co.	Priv./Alt./Homeschool	1/30/2023 at 3:20 PM at Coffee Co. HS	Fentress Co.	Clarkrange	12/7/2022 at 3:30 PM at Clarkrange HS
Coffee Co.	Coffee Co. HS	1/30/2023 at 3:20 PM at Coffee Co. HS			

MANDATORY MEETING DATES/TIMES

County	High School	Meeting Details
Fentress Co.	Priv./Alt./Homeschool	12/7/2022 at 3:30 PM at Clarkrange HS
Franklin Co.	Priv./Alt./Homeschool	12/13/2022 at 3:30 PM at Franklin Co. HS
Franklin Co.	Franklin Co. HS	12/13/2022 at 3:30 PM at Franklin Co. HS
Franklin Co.	Huntland	12/13/2022 at 1:00 PM at Huntland HS
Gibson Co.	Bradford	1/25/2023 at 1:00 PM at Bradford HS
Gibson Co.	Priv./Alt./Homeschool	1/9/2023 at 3:25 PM at Gibson Co. HS
Gibson Co.	Gibson Co. HS	1/9/2023 at 3:25 PM at Gibson Co. HS
Gibson Co.	Humboldt	1/11/2023 at 9:00 AM at Humboldt HS
Gibson Co.	Milan	1/11/2023 at 11:30 AM at Milan HS
Gibson Co.	Peabody	1/9/2023 at 1:00 PM at Peabody HS
Gibson Co.	South Gibson	1/9/2023 at 10:30 AM at South Gibson HS
Giles Co.	Priv./Alt./Homeschool	1/12/2023 at 3:00 PM at Giles Co. HS
Giles Co.	Giles Co. HS	1/12/2023 at 3:00 PM at Giles Co. HS
Giles Co.	Richland	1/12/2023 at 9:00 AM at Richland HS
Grainger Co.	Priv./Alt./Homeschool	1/9/2023 at 3:45 PM at Grainger HS
Grainger Co.	Grainger	1/9/2023 at 3:45 PM at Grainger HS
Grainger Co.	Washburn School	1/9/2023 at 1:00 PM at Washburn School
Greene Co.	Chuckey-Doak	12/7/2022 at 2:00 PM at Chuckey-Doak HS
Greene Co.	Priv./Alt./Homeschool	1/25/2023 at 3:10 PM at Greeneville HS
Greene Co.	Greeneville	1/25/2023 at 3:10 PM at Greeneville HS
Greene Co.	North Greene	1/17/2023 at 1:00 PM at North Greene HS
Greene Co.	South Greene	1/25/2023 at 9:00 AM at South Greene HS
Greene Co.	West Greene	1/17/2023 at 3:15 PM at West Greene HS
Grundy Co.	Priv./Alt./Homeschool	1/25/2023 at 9:00 AM at Grundy Co. HS
Grundy Co.	Grundy Co. HS	1/25/2023 at 9:00 AM at Grundy Co. HS
Hamblen Co.	Priv./Alt./Homeschool	12/7/2022 at 3:30 PM at Morristown West HS
Hamblen Co.	Morristown East	12/12/2022 at 3:30 PM at Morristown East HS
Hamblen Co.	Morristown West	12/7/2022 at 3:30 PM at Morristown West HS
Hamilton Co.	Brainerd	12/5/2022 at 11:00 AM at Brainerd HS
Hamilton Co.	Central - Harrison	1/10/2023 at 2:50 PM at Central HS - Harrison
Hamilton Co.	Chatt. Cen. for Cre. Arts	12/5/2022 at 6:30 PM at Chatt. State CC
Hamilton Co.	Chatt. Sch. for Arts & Sci.	12/5/2022 at 6:30 PM at Chatt. State CC
Hamilton Co.	East Hamilton	1/10/2023 at 1:00 PM at East Hamilton HS
Hamilton Co.	East Ridge	1/10/2023 at 9:00 AM at East Ridge HS
Hamilton Co.	Priv./Alt./Homeschool	12/5/2022 at 4:00 PM at Chatt. State CC
Hamilton Co.	Ham. Co. Collegiate	12/5/2022 at 6:30 PM at Chatt. State CC
Hamilton Co.	Hamilton Co. HS	12/5/2022 at 4:00 PM at Chatt. State CC
Hamilton Co.	Hixson	1/11/2023 at 1:00 PM at Hixson HS
Hamilton Co.	Lookout Valley	1/11/2023 at 9:00 AM at Lookout Valley HS
Hamilton Co.	Ooltewah	1/11/2023 at 2:45 PM at Ooltewah HS
Hamilton Co.	Red Bank	1/11/2023 at 1:00 PM at Red Bank HS
Hamilton Co.	Sale Creek	1/19/2023 at 11:45 AM at Sale Creek
Hamilton Co.	Sequoyah - Ham. Co.	1/10/2023 at 9:00 AM at Sequoyah HS - Ham. Co.
Hamilton Co.	Signal Mountain	1/11/2023 at 9:00 AM at Signal Mountain HS
Hamilton Co.	Soddy Daisy	1/10/2023 at 1:00 PM at Soddy Daisy HS
Hamilton Co.	STEM School Chatt.	12/5/2022 at 6:30 PM at Chatt. State CC
Hamilton Co.	Howard	1/11/2023 at 1:30 PM at The Howard School
Hamilton Co.	Tyner Acad.	1/11/2023 at 9:30 AM at Tyner Acad.
Hancock Co.	Priv./Alt./Homeschool	12/15/2022 at 3:30 PM at Hancock Co. HS
Hancock Co.	Hancock Co. HS	12/15/2022 at 3:30 PM at Hancock Co. HS
Hardeman Co.	Bolivar Central	12/6/2022 at 10:00 AM at Bolivar Central HS
Hardeman Co.	Priv./Alt./Homeschool	12/6/2022 at 10:00 AM at Bolivar Central HS
Hardeman Co.	Middleton	12/6/2022 at 1:00 PM at Middleton HS
Hawkins Co.	Cherokee	1/10/2023 at 3:30 PM at Cherokee HS
Hawkins Co.	Clinch	1/10/2023 at 1:00 PM at Clinch School

County	High School	Meeting Details
Hawkins Co.	Priv./Alt./Homeschool	1/10/2023 at 3:30 PM at Cherokee HS
Hawkins Co.	Volunteer	12/14/2022 at 3:30 PM at Volunteer HS
Henry Co.	Priv./Alt./Homeschool	1/23/2023 at 5:00 PM at Henry Co. HS
Henry Co.	Henry Co. HS	1/23/2023 at 5:00 PM at Henry Co. HS
Hickman Co.	East Hickman	1/12/2023 at 9:00 AM at East Hickman HS
Hickman Co.	Priv./Alt./Homeschool	1/12/2023 at 3:25 PM at Hickman Co. HS
Hickman Co.	Hickman Co. HS	1/12/2023 at 3:25 PM at Hickman Co. HS
Houston Co.	Priv./Alt./Homeschool	1/10/2023 at 9:00 AM at Houston Co. HS
Houston Co.	Houston Co. HS	1/10/2023 at 9:00 AM at Houston Co. HS
Humphreys Co.	Priv./Alt./Homeschool	1/30/2023 at 4:00 PM at Waverly Central HS
Humphreys Co.	McEwen	1/30/2023 at 1:00 PM at McEwen HS
Humphreys Co.	Waverly Central	1/30/2023 at 4:00 PM at Waverly Central HS
Jackson Co.	Priv./Alt./Homeschool	1/18/2023 at 1:00 PM at Jackson Co. HS
Jackson Co.	Jackson Co. HS	1/18/2023 at 1:00 PM at Jackson Co. HS
Jefferson Co.	Priv./Alt./Homeschool	12/6/2022 at 5:00 PM at Jefferson Co. HS
Jefferson Co.	Jefferson Co. HS	12/6/2022 at 5:00 PM at Jefferson Co. HS
Johnson Co.	Priv./Alt./Homeschool	1/23/2023 at 3:45 PM at Johnson Co. HS
Johnson Co.	Johnson Co. HS	1/23/2023 at 3:45 PM at Johnson Co. HS
Knox Co.	Austin-East Magnet	12/15/2022 at 4:15 PM at Austin-East HS
Knox Co.	Bearden	12/6/2022 at 5:00 PM at Bearden HS
Knox Co.	Career Magnet Acad.	12/8/2022 at 10:30 AM at Career Magnet Acad.
Knox Co.	Carter	1/26/2023 at 4:00 PM at Carter HS
Knox Co.	Central - Knoxville	12/15/2022 at 4:00 PM at Central HS
Knox Co.	Farragut	12/12/2022 at 3:55 PM at Farragut HS
Knox Co.	Fulton	1/18/2023 at 4:00 PM at Fulton HS
Knox Co.	Gibbs	1/25/2023 at 4:00 PM at Gibbs HS
Knox Co.	Halls - Knox Co.	12/7/2022 at 4:00 PM at Halls Middle School
Knox Co.	Hardin Valley Acad.	12/14/2022 at 4:00 PM at Hardin Valley Acad.
Knox Co.	Karns	1/19/2023 at 4:00 PM at Karns HS
Knox Co.	Kelley Volunteer Acad.	12/8/2022 at 1:00 PM at Kelley Volunteer Acad.
Knox Co.	Priv./Alt./Homeschool	12/14/2022 at 5:00 PM at Bearden HS
Knox Co.	L&N STEM Acad.	12/8/2022 at 8:00 AM at L&N STEM Acad.
Knox Co.	Powell	1/18/2023 at 4:00 PM at Powell HS
Knox Co.	South Doyle	1/30/2023 at 4:00 PM at South Doyle HS
Knox Co.	TN School for the Deaf	1/26/2023 at 10:00 AM at TSD
Knox Co.	West - Knoxville	1/24/2023 at 4:00 PM at West HS
Lake Co.	Priv./Alt./Homeschool	1/10/2023 at 10:00 AM at Lake Co. HS
Lake Co.	Lake Co. HS	1/10/2023 at 10:00 AM at Lake Co. HS
Lauderdale Co.	Halls - Laud. Co.	12/12/2022 at 1:00 PM at Halls HS - Laud. Co.
Lauderdale Co.	Priv./Alt./Homeschool	12/12/2022 at 3:35 PM at Ripley HS
Lauderdale Co.	Ripley	12/12/2022 at 3:35 PM at Ripley HS
Lincoln Co.	Fayetteville	12/7/2022 at 10:00 AM at Fayetteville HS
Lincoln Co.	Priv./Alt./Homeschool	12/7/2022 at 3:30 PM at Lincoln Co. HS
Lincoln Co.	Lincoln Co. HS	12/7/2022 at 3:30 PM at Lincoln Co. HS
Loudon Co.	Greenback	12/6/2022 at 10:00 AM at Greenback HS
Loudon Co.	iLearn Institute	1/17/2023 at 4:00 PM at Lenoir City HS
Loudon Co.	Lenoir City	1/17/2023 at 4:00 PM at Lenoir City HS
Loudon Co.	Priv./Alt./Homeschool	1/17/2023 at 4:00 PM at Lenoir City HS
Loudon Co.	Loudon	1/19/2023 at 3:45 PM at Loudon HS
Macon Co.	Priv./Alt./Homeschool	1/18/2023 at 3:20 PM at Macon Co. HS
Macon Co.	Macon Co. HS	1/18/2023 at 3:20 PM at Macon Co. HS
Macon Co.	Red Boiling Springs	1/18/2023 at 1:00 PM at Red Boiling Springs HS
Madison Co.	Jackson STEAM	1/19/2023 at 4:30 PM at Jackson State CC
Madison Co.	Jackson Central Merry	1/19/2023 at 4:30 PM at Jackson State CC
Madison Co.	Liberty Tech. Magnet	1/26/2023 at 1:00 PM at Liberty Tech. Magnet HS

MANDATORY MEETING DATES/TIMES

County	High School	Meeting Details
Madison Co.	Madison Academic	1/24/2023 at 1:00 PM at Madison Academic HS
Madison Co.	Priv./Alt./Homeschool	1/19/2023 at 4:30 PM at Jackson State CC
Madison Co.	North Side - Jackson	1/24/2023 at 2:45 PM at North Side HS
Madison Co.	South Side - Jackson	1/26/2023 at 9:00 AM at South Side HS
Marion Co.	Priv./Alt./Homeschool	1/30/2023 at 3:40 PM at Marion Co. HS
Marion Co.	Marion Co. HS	1/30/2023 at 3:40 PM at Marion Co. HS
Marion Co.	Richard Hardy	1/30/2023 at 3:40 PM at Marion Co. HS
Marion Co.	South Pittsburg	1/30/2023 at 1:00 PM at South Pittsburg HS
Marion Co.	Whitwell	1/30/2023 at 9:00 AM at Whitwell HS
Marshall Co.	Cornersville	12/13/2022 at 1:00 PM at Cornersville HS
Marshall Co.	Forrest	12/7/2022 at 9:00 AM at Forrest HS
Marshall Co.	Priv./Alt./Homeschool	1/26/2023 at 4:30 PM at Marshall Co. HS
Marshall Co.	Marshall Co. HS	1/26/2023 at 4:30 PM at Marshall Co. HS
Maury Co.	Columbia Central	12/6/2022 at 3:15 PM at Columbia Central HS
Maury Co.	Culleoka	1/24/2023 at 9:00 AM at Culleoka School
Maury Co.	Hampshire	12/6/2022 at 9:30 AM at Hampshire Unit School
Maury Co.	Priv./Alt./Homeschool	1/24/2023 at 4:30 PM at Columbia State CC
Maury Co.	Mount Pleasant	12/6/2022 at 1:00 PM at Mount Pleasant HS
Maury Co.	Northfield Acad.	1/24/2023 at 1:00 PM at Northfield Acad.
Maury Co.	Santa Fe	12/7/2022 at 1:00 PM at Santa Fe Unit School
Maury Co.	Spring Hill	12/7/2022 at 3:15 PM at Spring Hill HS
McMinn Co.	McMinn Central	1/9/2023 at 3:45 PM at McMinn Central HS
McMinn Co.	Priv./Alt./Homeschool	1/9/2023 at 3:45 PM at McMinn Co. HS
McMinn Co.	McMinn Co. HS	1/9/2023 at 3:45 PM at McMinn Co. HS
McNairy Co.	Adamsville	1/11/2023 at 10:30 AM at Adamsville HS
McNairy Co.	McNairy Central	1/11/2023 at 3:25 PM at McNairy Central HS
McNairy Co.	Priv./Alt./Homeschool	1/11/2023 at 3:25 PM at McNairy Central HS
Meigs Co.	Priv./Alt./Homeschool	1/19/2023 at 10:00 AM at Meigs Co. HS
Meigs Co.	Meigs Co. HS	1/19/2023 at 10:00 AM at Meigs Co. HS
Monroe Co.	Priv./Alt./Homeschool	1/26/2023 at 3:30 PM at Sequoyah HS
Monroe Co.	Sequoyah	1/26/2023 at 3:30 PM at Sequoyah HS
Monroe Co.	Sweetwater	12/13/2022 at 3:05 PM at Sweetwater HS
Monroe Co.	Tellico Plains	1/26/2023 at 1:00 PM at Tellico Plains HS
Montgomery Co.	Clarksville	1/12/2023 at 2:55 PM at Clarksville HS
Montgomery Co.	CMCSS K12 Virtual	1/12/2023 at 2:55 PM at Clarksville HS
Montgomery Co.	Fort Campbell	12/6/2022 at 1:15 PM at Fort Campbell HS
Montgomery Co.	Kenwood	1/11/2023 at 9:00 AM at Kenwood HS
Montgomery Co.	Middle College at APSU	1/12/2023 at 9:00 AM at Middle College at APSU
Montgomery Co.	Montgomery Central	1/10/2023 at 2:55 PM at Montgomery Central HS
Montgomery Co.	Priv./Alt./Homeschool	1/12/2023 at 2:55 PM at Clarksville HS
Montgomery Co.	Northeast	1/11/2023 at 2:55 PM at Northeast HS
Montgomery Co.	Northwest	12/8/2022 at 11:00 AM at Northwest HS
Montgomery Co.	Rossvie	12/8/2022 at 2:55 PM at Rossvie HS
Montgomery Co.	West Creek	1/11/2023 at 2:55 PM at West Creek HS
Moore Co.	Priv./Alt./Homeschool	1/9/2023 at 10:00 AM at Moore Co. HS
Moore Co.	Moore Co. HS	1/9/2023 at 10:00 AM at Moore Co. HS
Morgan Co.	Coalfield	1/17/2023 at 1:00 PM at Coalfield HS
Morgan Co.	Priv./Alt./Homeschool	1/30/2023 at 4:00 PM at Wartburg Central HS
Morgan Co.	Oakdale	1/30/2023 at 9:00 AM at Oakdale HS
Morgan Co.	Sunbright	12/13/2022 at 9:00 AM at Sunbright HS
Morgan Co.	Wartburg Central	1/30/2023 at 4:00 PM at Wartburg Central HS
Obion Co.	Priv./Alt./Homeschool	1/12/2023 at 3:30 PM at Obion Co. Central HS
Obion Co.	Obion Co. Central	1/12/2023 at 3:30 PM at Obion Co. Central HS
Obion Co.	South Fulton	1/12/2023 at 1:00 PM at South Fulton HS
Obion Co.	Union City	1/12/2023 at 9:00 AM at Union City HS

County	High School	Meeting Details
Overton Co.	Livingston Acad.	1/26/2023 at 3:05 PM at Livingston Acad.
Overton Co.	Priv./Alt./Homeschool	1/26/2023 at 3:05 PM at Livingston Acad.
Pickett Co.	Priv./Alt./Homeschool	1/12/2023 at 1:00 PM at Pickett Co. HS
Pickett Co.	Pickett Co. HS	1/12/2023 at 1:00 PM at Pickett Co. HS
Polk Co.	Copper Basin	1/12/2023 at 1:00 PM at Copper Basin HS
Polk Co.	Priv./Alt./Homeschool	1/12/2023 at 3:30 PM at Polk Co. HS
Polk Co.	Polk Co. HS	1/12/2023 at 3:30 PM at Polk Co. HS
Putnam Co.	Cookeville	1/17/2023 at 3:30 PM at Cookeville HS
Putnam Co.	Monterey	1/17/2023 at 9:00 AM at Monterey HS
Putnam Co.	Priv./Alt./Homeschool	1/17/2023 at 3:30 PM at Cookeville HS
Putnam Co.	Upperman	1/17/2023 at 1:00 PM at Upperman HS
Rhea Co.	Priv./Alt./Homeschool	12/5/2022 at 3:25 PM at Rhea Co. HS
Rhea Co.	Rhea Co. HS	12/5/2022 at 3:25 PM at Rhea Co. HS
Roane Co.	Harriman	1/23/2023 at 3:45 PM at Harriman HS
Roane Co.	Midway	1/17/2023 at 1:00 PM at Midway HS
Roane Co.	Oliver Springs	1/17/2023 at 3:50 PM at Oliver Springs HS
Roane Co.	Priv./Alt./Homeschool	12/13/2022 at 3:55 PM at Roane Co. HS
Roane Co.	Roane Co. HS	12/13/2022 at 3:55 PM at Roane Co. HS
Roane Co.	Rockwood	1/23/2023 at 1:00 PM at Rockwood HS
Robertson Co.	East Robertson	1/23/2023 at 10:00 AM at East Robertson HS
Robertson Co.	Greenbrier	1/17/2023 at 9:00 AM at Greenbrier HS
Robertson Co.	Jo Byrns	12/8/2022 at 2:00 PM at Jo Byrns HS
Robertson Co.	Priv./Alt./Homeschool	1/17/2023 at 3:55 PM at Springfield HS
Robertson Co.	Springfield	1/17/2023 at 3:55 PM at Springfield HS
Robertson Co.	White House Heritage	1/23/2023 at 4:30 PM at White House Heritage HS
Rutherford Co.	Blackman	1/9/2023 at 4:00 PM at Blackman HS
Rutherford Co.	Central Magnet	1/18/2023 at 1:00 PM at Central Magnet
Rutherford Co.	Eagleville	12/15/2022 at 1:00 PM at Eagleville HS
Rutherford Co.	Holloway	12/6/2022 at 1:00 PM at Holloway HS
Rutherford Co.	LaVergne	1/10/2023 at 4:00 PM at LaVergne HS
Rutherford Co.	Oakland	1/18/2023 at 3:45 PM at Oakland HS
Rutherford Co.	Riverdale	12/15/2022 at 5:30 PM at Riverdale HS
Rutherford Co.	Rockvale	1/9/2023 at 1:00 PM at Rockvale HS
Rutherford Co.	Priv./Alt./Homeschool	1/9/2023 at 4:00 PM at Blackman HS
Rutherford Co.	Siegel	12/14/2022 at 3:40 PM at Siegel HS
Rutherford Co.	Smyrna	12/6/2022 at 4:00 PM at Smyrna HS
Rutherford Co.	Stewarts Creek	1/30/2023 at 4:00 PM at Stewarts Creek HS
Scott Co.	Oneida	1/30/2023 at 1:00 PM at Oneida HS
Scott Co.	Priv./Alt./Homeschool	1/30/2023 at 3:30 PM at Scott HS
Scott Co.	Scott HS	1/30/2023 at 3:30 PM at Scott HS
Sequatchie Co.	Priv./Alt./Homeschool	1/24/2023 at 3:20 PM at Sequatchie Co. HS
Sequatchie Co.	Sequatchie Co. HS	1/24/2023 at 3:20 PM at Sequatchie Co. HS
Sevier Co.	Gatlinburg-Pittman	12/7/2022 at 3:35 PM at Gatlinburg-Pittman HS
Sevier Co.	Northview Acad.	1/12/2023 at 1:00 PM at Northview Acad.
Sevier Co.	Pigeon Forge	12/14/2022 at 3:15 PM at Pigeon Forge HS
Sevier Co.	Priv./Alt./Homeschool	1/18/2023 at 3:40 PM at Sevier Co. HS
Sevier Co.	Sevier Co. HS	1/18/2023 at 3:40 PM at Sevier Co. HS
Sevier Co.	Seymour	1/12/2023 at 3:15 PM at Seymour HS
Shelby Co.	Arlington	1/30/2023 at 2:30 PM at Arlington HS
Shelby Co.	Bartlett	1/18/2023 at 2:30 PM at Bartlett HS
Shelby Co.	Bluff City	12/5/2022 at 9:00 AM at Bluff City HS
Shelby Co.	Bolton	1/17/2023 at 2:45 PM at Bolton HS
Shelby Co.	Booker T. Washington	1/25/2023 at 10:00 AM at Booker T. Washington HS
Shelby Co.	Memphis Central	12/8/2022 at 2:45 PM at Central HS
Shelby Co.	City Univ. School Of Ind.	12/6/2022 at 1:00 PM at City Uni. Sch. of Lib. Arts

MANDATORY MEETING DATES/TIMES

County	High School	Meeting Details
Shelby Co.	City Univ. School of Lib. Arts	12/6/2022 at 1:00 PM at City Uni. Sch. of Lib. Arts
Shelby Co.	Collierville	1/19/2023 at 3:00 PM at Collierville HS
Shelby Co.	Cordova	1/23/2023 at 3:00 PM at Cordova HS
Shelby Co.	Craigmont	1/18/2023 at 1:00 PM at Craigmont HS
Shelby Co.	Crosstown	12/5/2022 at 9:00 AM at Crosstown HS
Shelby Co.	Douglass	12/14/2022 at 1:00 PM at Douglass HS
Shelby Co.	East	1/23/2023 at 1:00 PM at East HS
Shelby Co.	Fairley	12/15/2022 at 10:00 AM at Fairley HS
Shelby Co.	Freedom Prep	1/19/2023 at 11:00 AM at Freedom Prep
Shelby Co.	Germantown	12/7/2022 at 5:30 PM at Germantown HS
Shelby Co.	GW Carver	1/23/2023 at 1:00 PM at GW Carver
Shelby Co.	Hamilton	12/8/2022 at 1:00 PM at Hamilton HS
Shelby Co.	Hillcrest	12/8/2022 at 4:00 PM at Hillcrest HS
Shelby Co.	Hollis F. Price Mid. Col.	12/15/2022 at 9:30 AM at Hollis F. Price Mid. Col.
Shelby Co.	Houston	1/25/2023 at 3:15 PM at Houston HS
Shelby Co.	Kingsbury	12/5/2022 at 2:45 PM at Kingsbury HS
Shelby Co.	KIPP Memphis	1/17/2023 at 9:00 AM at KIPP Memphis
Shelby Co.	Kirby	12/7/2022 at 1:00 PM at Kirby HS
Shelby Co.	Manassas	1/30/2023 at 1:00 PM at Manassas HS
Shelby Co.	Melrose	12/12/2022 at 1:00 PM at Melrose HS
Shelby Co.	MASE	1/30/2023 at 9:30 AM at MASE
Shelby Co.	Memphis Business Acad.	1/23/2023 at 12:15 PM at Memphis Business Acad.
Shelby Co.	Memphis Rise Acad.	1/24/2023 at 11:15 AM at Memphis Rise Acad.
Shelby Co.	Memphis Sch. of Excel.	1/30/2023 at 9:30 AM at Memphis Sch. of Excel.
Shelby Co.	Memphis Virtual School	1/25/2023 at 4:30 PM at SWTCC Macon Campus
Shelby Co.	Middle College (Memphis)	1/26/2023 at 12:05 PM at Middle College (Memphis)
Shelby Co.	Millington Central	1/17/2023 at 9:00 AM at Millington Central HS
Shelby Co.	Mitchell	12/7/2022 at 9:00 AM at Mitchell HS
Shelby Co.	MLK Jr. College Prep High	1/23/2023 at 9:00 AM at MLK Jr. College Prep High
Shelby Co.	Northeast Prep. Acad.	12/13/2022 at 9:30 AM at Northeast Prep Acad.
Shelby Co.	Northwest Prep Acad.	12/14/2022 at 10:00 AM at Northwest Prep Acad.
Shelby Co.	Oakhaven	12/7/2022 at 1:00 PM at Oakhaven HS
Shelby Co.	Overton	12/13/2022 at 2:45 PM at Overton HS
Shelby Co.	Power Center Acad.	12/7/2022 at 9:00 AM at Power Cen. Acad. HS
Shelby Co.	Raleigh-Egypt	1/17/2023 at 2:45 PM at Raleigh-Egypt HS
Shelby Co.	Ridgeway	12/14/2022 at 2:45 PM at Ridgeway HS
Shelby Co.	Sheffield	12/12/2022 at 9:30 AM at Sheffield HS
Shelby Co.	Priv./Alt./Homeschool 1*	1/24/2023 at 4:30 PM at SWTCC Macon Campus
Shelby Co.	Priv./Alt./Homeschool 2*	1/25/2023 at 4:30 PM at SWTCC Macon Campus
Shelby Co.	Southwind	TBD - See tnAchieves.org for details.
Shelby Co.	Soulsville	12/6/2022 at 3:30 PM at Soulsville
Shelby Co.	Trezevant	12/14/2022 at 9:30 AM at Trezevant HS
Shelby Co.	Westwood	12/8/2022 at 9:30 AM at Westwood HS
Shelby Co.	White Station	1/26/2023 at 2:45 PM at White Station HS
Shelby Co.	Whitehaven	12/5/2022 at 2:45 PM at Whitehaven HS
Shelby Co.	Wooddale	12/13/2022 at 1:00 PM at Wooddale HS
Smith Co.	Gordonsville	1/24/2023 at 1:00 PM at Gordonsville HS
Smith Co.	Priv./Alt./Homeschool	1/24/2023 at 3:25 PM at Smith Co. HS
Smith Co.	Smith Co. HS	1/24/2023 at 3:25 PM at Smith Co. HS
Stewart Co.	Priv./Alt./Homeschool	1/23/2023 at 1:00 PM at Stewart Co. HS
Stewart Co.	Stewart Co. HS	1/23/2023 at 1:00 PM at Stewart Co. HS
Sullivan Co.	Dobyns-Bennett	12/12/2022 at 3:30 PM at Dobyns-Bennett HS
Sullivan Co.	Priv./Alt./Homeschool	1/30/2023 at 4:30 PM at Kingsport Higher Ed. Cntr.

County	High School	Meeting Details
Sullivan Co.	Sullivan East	1/25/2023 at 5:30 PM at Sullivan East HS
Sullivan Co.	Tennessee HS	1/23/2023 at 3:00 PM at Tennessee HS
Sullivan Co.	West Ridge	1/24/2023 at 3:30 PM at West Ridge HS
Sumner Co.	Beech	1/19/2023 at 5:00 PM at Beech HS
Sumner Co.	E B Wilson	12/15/2022 at 4:30 PM at Vol State CC
Sumner Co.	Gallatin	12/12/2022 at 4:30 PM at Gallatin HS
Sumner Co.	Hendersonville	12/5/2022 at 6:00 PM at Hendersonville HS
Sumner Co.	Liberty Creek	12/5/2022 at 9:00 AM at Liberty Creek HS
Sumner Co.	Merrol Hyde	12/5/2022 at 1:00 PM at Merrol Hyde
Sumner Co.	Middle College (Sumner)	12/15/2022 at 4:30 PM at Vol State CC
Sumner Co.	Portland	1/25/2023 at 3:30 PM at Portland HS
Sumner Co.	Station Camp	1/18/2023 at 3:40 PM at Station Camp HS
Sumner Co.	Priv./Alt./Homeschool	12/15/2022 at 4:30 PM at Vol State CC
Sumner Co.	Westmoreland	1/25/2023 at 9:00 AM at Westmoreland HS
Sumner Co.	White House	1/26/2023 at 3:45 PM at White House HS
Tipton Co.	Brighton	1/12/2023 at 3:05 PM at Brighton HS
Tipton Co.	Covington	1/12/2023 at 9:00 AM at Covington HS
Tipton Co.	Munford	1/26/2023 at 3:10 PM at Munford HS
Tipton Co.	Priv./Alt./Homeschool	1/12/2023 at 3:05 PM at Brighton HS
Trousdale Co.	Priv./Alt./Homeschool	12/12/2022 at 1:00 PM at Trousdale Co. HS
Trousdale Co.	Trousdale Co. HS	12/12/2022 at 1:00 PM at Trousdale Co. HS
Van Buren Co.	Priv./Alt./Homeschool	1/11/2023 at 1:00 PM at Van Buren Co. HS
Van Buren Co.	Van Buren Co. HS	1/11/2023 at 1:00 PM at Van Buren Co. HS
Warren Co.	Warren Connect	12/13/2022 at 3:15 PM at Warren Co. HS
Warren Co.	Priv./Alt./Homeschool	12/13/2022 at 3:15 PM at Warren Co. HS
Warren Co.	Warren Co. HS	12/13/2022 at 3:15 PM at Warren Co. HS
Washington Co.	Daniel Boone	12/13/2022 at 3:15 PM at Daniel Boone HS
Washington Co.	David Crockett	1/10/2023 at 3:15 PM at David Crockett HS
Washington Co.	Science Hill	12/7/2022 at 3:15 PM at Science Hill HS
Washington Co.	Univ. School	12/7/2022 at 10:00 AM at Univ. School
Washington Co.	Priv./Alt./Homeschool	12/7/2022 at 3:15 PM at Science Hill HS
Weakley Co.	Dresden	1/25/2023 at 4:30 PM at UT Martin
Weakley Co.	Gleason	1/25/2023 at 4:30 PM at UT Martin
Weakley Co.	Greenfield	1/25/2023 at 4:30 PM at UT Martin
Weakley Co.	Priv./Alt./Homeschool	1/25/2023 at 4:30 PM at UT Martin
Weakley Co.	Westview	1/25/2023 at 4:30 PM at UT Martin
White Co.	Priv./Alt./Homeschool	1/11/2023 at 3:25 PM at White Co. HS
White Co.	White Co. HS	1/11/2023 at 3:25 PM at White Co. HS
Williamson Co.	Brentwood	12/14/2022 at 3:20 PM at Brentwood HS
Williamson Co.	Centennial	12/7/2022 at 3:20 PM at Centennial HS
Williamson Co.	Fairview	12/6/2022 at 3:30 PM at Fairview HS
Williamson Co.	Franklin	1/10/2023 at 3:20 PM at Franklin HS
Williamson Co.	Fred J. Page	1/26/2023 at 1:00 PM at Page HS
Williamson Co.	Independence	1/26/2023 at 3:20 PM at Independence HS
Williamson Co.	Nolensville	1/24/2023 at 3:20 PM at Nolensville HS
Williamson Co.	Ravenwood	12/14/2022 at 3:20 PM at Ravenwood HS
Williamson Co.	Renaissance	1/10/2023 at 1:00 PM at Renaissance HS
Williamson Co.	Summit	12/5/2022 at 5:30 PM at Summit HS
Williamson Co.	Priv./Alt./Homeschool	TBD - See tnAchieves.org for details.
Wilson Co.	Green Hill	1/12/2023 at 4:15 PM at Green Hill HS
Wilson Co.	Lebanon	1/18/2023 at 3:20 PM at Lebanon HS
Wilson Co.	Mount Juliet	1/23/2023 at 5:00 PM at Mount Juliet HS
Wilson Co.	Watertown	12/5/2022 at 1:00 PM at Watertown HS
Wilson Co.	Wilson Central	12/5/2022 at 4:15 PM at Wilson Central HS
Wilson Co.	Priv./Alt./Homeschool	12/7/2022 at 4:30 PM at Lebanon HS

*Shelby County will have two meetings for private/alternative/homeschooled students. Students, parents and mentors should check their email for their specific assigned meeting date/time. Please email tnAchieves@tnAchieves.org with any questions!

tnAchieves
PO Box 2723
Knoxville, TN 37901



tnAchieves.org | [@tnAchieves](https://www.instagram.com/tnAchieves)