

TEAM

TN Achieves

STAND WITH STUDENTS

CLASS OF 2024

MENTOR HANDBOOK

IN PARTNERSHIP
WITH:



WELCOME

Dear tnAchieves Mentor,

Thank you for standing with students! Supporting students in their transition from high school into post-secondary opens doors, increases opportunities and benefits the future of Tennessee. We are thankful you are joining in this effort.

In its inaugural year, TN Promise accepted more than 58,000 students statewide from the Class of 2015, which led to an unprecedented 4.6 percent increase in our state's college-going rate. Since then, tnAchieves students are 31 percent more likely to return to college after their first year and 38 percent more likely to graduate than their peers. In addition to TN Promise scholarship funds, tnAchieves has distributed more than \$3M in grant funding directly to students to assist with college-going expenses beyond tuition and mandatory fees. While funding is critical, at tnAchieves, we believe supports matter. This is particularly true of our local mentors. Students are positively impacted when they receive committed, caring support from someone they may see out and about in their own community. The personal connection and local empowerment clear a path for our most at-risk students in their pursuit of college and career opportunities.

The tnAchieves handbook will serve as a guide to both you and your students as they complete important college-going milestones. While the **first four pages of your handbook** will cover mentor-specific items, you will find that **everything after page four are exact copies of the student handbook**. This makes it easier for you to navigate as you connect with students and offer guidance. We also encourage you to monitor your emails – each Monday we will send you action items, communication templates and student status updates. This will serve as an important resource while you support students.

Please reach out to tnAchieves any time you have questions! We certainly do not expect you to know all the answers or understand how to navigate all situations. **We are here to help!**

We are so grateful to have you as a mentor in 2024! Thank you for joining us in this work. Mentors have and always will be a foundational element of our program, and we are excited you have chosen to join us this year!

TYLER FORD

tnAchieves Senior Director of Mentors



MENTORING MATTERS

TRANSFORMATIONAL CHANGE HAPPENS ONE STUDENT AT A TIME.

“I believe we have all been helped along the way to our current moment, so we have an obligation to pay-it-forward by helping others to reach their full potential. Mentoring is one of the ways I find to assist others in their journeys. **I find students at this age to be impressionable, and we are intervening at a critical pivot point in their lives!**”

KELLY LANCASTER

Rutherford County Mentor

tnAchieves mentors help the next generation of Tennessee's workforce pursue a high-quality post-secondary credential after high school and build the skills necessary to access a meaningful career. **Mentors serve three roles:**

Task-Manager

Ensure students meet critical deadlines by sending reminders.

Resource

Answer questions as students navigate the college process.

Encourager

Be the person who says, “We can do this TOGETHER!”

2024 MENTOR PROGRAM UPDATE

Unlike previous years where mentors received up to 10 assigned students, **2024 will feature an updated mentoring program**. This year, all mentors will serve students who have **asked to be mentored** after their mandatory meeting. As a mentor, you will have the opportunity to work with students who have learned more about the purpose and benefits of mentorship and have proactively requested the support and guidance of a tnAchieves mentor.

COMMUNICATION

Communication is critical to the success of all tnAchieves mentors. In addition to the importance of communicating with students, it is vital that mentors receive timely emails/text messages from our team! **If you are not receiving regular communication from tnAchieves, please email mentors@tnachieves.org to resolve the issue.**

Monday Emails

Each Monday, you will receive an email from our team that outlines important dates/information. We will also always include **a sample message** that will take the guesswork out of what you should send to your students.

Text Messaging

Periodically, our team will send text messages with important updates. Communication from tnAchieves will be sent primarily via email; however, we will text around critical milestones. You are welcome to respond to these text messages and someone from our team will respond!

NEED HELP?

The tnAchieves team is here to help you find success as a mentor! Contact our team anytime you have a question!

Tyler Ford

Senior Director of Mentors
309-945-3446 | tyler@tnachieves.org

Graham Thomas

Chief Community & Gov't Relations Officer
615-604-1306 | graham@tnachieves.org

Baylor Williamson

Outreach Manager
901-515-7583 | baylor@tnachieves.org

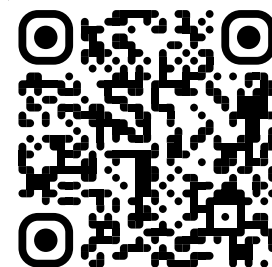
Ben Sterling

VP of Content & Public Relations
865-567-1140 | ben@tnachieves.org

General Questions: mentors@tnachieves.org

MENTOR FAQs

Click or scan the QR code with your smartphone to read mentor-specific frequently asked questions!



BENEFITS OF CHANGE

1 STRONGER STUDENT CONNECTIONS

Because you will be working with only students who have asked for your help, you are more likely to find responsive, engaged students in 2024.

2 SMALLER STUDENT GROUPS

We anticipate that mentors will work with 1-5 students in 2024, as we will only be assigning those who indicate they wish to work with a mentor.

3 DEEPER STUDENT CONVERSATIONS

Because students are more engaged, you will be able to work with them on college-going action items and career/workforce-related goal setting!

Each year, tnAchieves mentors find students to be unique in their goals and college-going plans. While some students will consider TN Promise to be their primary college plan, others will have plans to enroll at a four-year college/university, join the workforce or enlist in the military. Mentors can play an important role in helping students find the best place for them after high school.

THINK ABOUT YOUR OWN EXPERIENCES AND HOW THEY HAVE LED YOU TO WHERE YOU ARE TODAY. Are there lessons learned that could help build perspective for students? Mentors are encouraged to use their own college and professional journeys to inform the way they connect with students. **Mentoring provides an opportunity for your story to inspire the next generation of Tennessee's workforce!**

SERVING AS A MENTOR

Thank you so much for taking the time to serve as a tnAchieves mentor this year! Your service as a mentor helps prepare students to take important steps towards college and career. Mentoring with the Class of 2024 can be divided into two experiences:

MANDATORY TN PROMISE MEETING

1

You will attend a local mandatory TN Promise meeting to learn more about the tnAchieves program! At this meeting, you will have an opportunity to help students begin thinking about their personal values and future career aspirations. As a mentor, the mandatory TN Promise meeting will provide you with the context necessary to support your students and will serve as your required mentor training.

WHAT TO EXPECT AT YOUR MEETING

1. HAVE A SEAT IN THE MENTOR SECTION

tnAchieves will designate a place for mentors specifically. Feel free to sit anywhere in this area. If you need assistance, ask tnAchieves staff!

2. ENJOY THE PRESENTATION

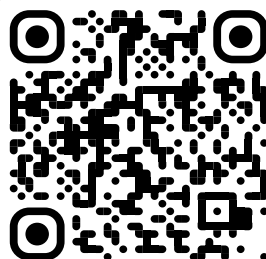
Beginning promptly at your meeting time, tnAchieves staff will provide a presentation on the importance of college and outline TN Promise deadlines.

3. HELP WITH MEETING ACTIVITY

tnAchieves will facilitate a values/career assessment, which will give mentors a chance to help students think through their future career goals.

QUESTION ABOUT THE MEETING?

We likely answered it in our mandatory TN Promise meeting FAQs. **Scan or click the QR code to check them out!**



COMMUNICATING WITH STUDENTS

2

After the meeting, you will begin working with your assigned group of students who indicate they want a mentor. We encourage you to maintain consistent communication with your students until they begin college successfully in fall 2024! Mentors connect with students on a bi-weekly basis to check-in, answer questions and connect them with resources. tnAchieves mentors provide holistic support to students as they set and achieve their post-secondary goals.

COMMUNICATION METHODS

TEXT MESSAGE

- Students are often most responsive to text messaging.
- Texting students individually typically results in a better response rate.
- If working with multiple students, use "group chats" for reminders.
(Note: Students may be less likely to respond to group chat messages.)

EMAIL

- Utilize email for longform communication, like your introduction.
- Students are less likely to use email; however, it can be effective with parents.
- Student email addresses can be inconsistent, so we encourage you to confirm accuracy with students via text message.

MENTOR RESOURCES

INTRODUCTORY COMMUNICATION

Mentors should send an introductory email to their assigned students and parents shortly after receiving their student assignment. Below are some examples of what your introductory communication should look like!

EMAIL/TEXT MESSAGE EXAMPLES

Hello, Kierra!

My name is Melody, 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 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 you have about the process so feel free to let me know if I can be of assistance.

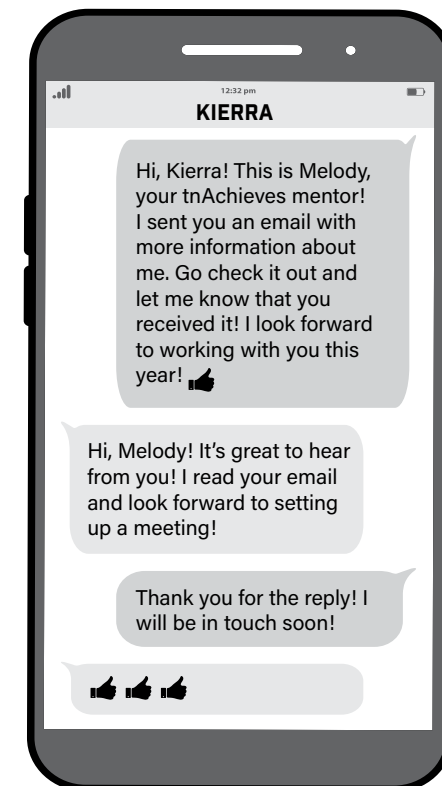
You can reach me by replying to this email, sending a text or giving me a call. My contact information is at the bottom of this email!

I would love to arrange a meeting with you sometime soon! We can meet somewhere local like a coffee shop or at a college campus. This 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,
Melody

HELPFUL TIP: Follow each email with a quick text message to your students and parents encouraging them to check their email!



2024 MENTORING TIMELINE

- **DECEMBER 2023-JANUARY 2024**
Attend mandatory TN Promise meeting at assigned high school. **Note: Mentors will receive assigned students following mandatory TN Promise meeting.**
- **AFTER RECEIVING STUDENT LIST**
Send introductory email and begin regular communication with students.
- **FEBRUARY-MAY 2024**
Ensure students are complete college milestones including filing the 2024-2025 FAFSA and applying to college.
- **MAY-AUGUST 2024**
Remind students to submit 8 hours of community service by July 1 and ensure successful college enrollment.
- **ONGOING**
Reach out to students bi-weekly to maintain a connection.

VIRTUAL MENTOR TRAINING

tnAchieves will host **monthly virtual trainings** that help you succeed as a mentor. These trainings are optional; however, you are encouraged to participate because they will help you understand how to be helpful to students!

TOPICS INCLUDE:

- o Staying in Contact with tnAchieves Students
- o Filing the FAFSA
- o Aligning Career Goals with College Choice
- o Job Shadowing as Community Service
- o Celebrating Student Success
- o Preparing for College

Keep an eye on your email! Our team will send more information, including registration links, regarding virtual mentor training in a future Monday Email!

FIND YOUR PLACE

IMPORTANT NOTE: The rest of this handbook is a direct copy of the 2024 tnAchieves student handbook! Students will receive their handbook at their mandatory TN Promise meeting hosted at their high school. tnAchieves includes a copy of the student handbook for your reference, as it can be helpful when working with students!



Welcome to tnAchieves! We are so excited to be with you on your journey to college and will ensure you stay on track! From providing important resources like this handbook to sending milestone reminders, tnAchieves will be your go-to organization for any questions or help you may need.

tnAchieves is a nonprofit partnering organization to the TN Promise scholarship. tnAchieves works directly with students as they complete the scholarship requirements, including attending a mandatory meeting, completing the Free Application for Federal Student Aid (FAFSA), working with a mentor and submitting community service hours. tnAchieves supports TN Promise students beginning in high school and until they receive a college credential.

By completing the TN Promise application, you have embarked on an exciting journey to college! This handbook will serve as a thorough resource for the scholarship requirements you will encounter before you begin college in the fall. Our team will stay in touch about requirements and milestones to ensure you are up to date. It is critical that you are actively checking your email for updates from tnAchieves. We will email you every week and send text messages as deadlines approach - this means you should always keep your contact information up to date with tnAchieves. If it ever changes, you should immediately notify us!

As you read this handbook, you will find each TN Promise requirement detailed in chronological order beginning with connecting with your tnAchieves mentor. Your mentor is an incredibly valuable asset, and you are encouraged to connect with them regularly and keep them updated on your progress. It is important to note the deadlines for each requirement and how you will complete them. tnAchieves will be your partner in this process, but it is your responsibility to complete each milestone. This handbook is a great place to find information!

The journey to college can be exciting but also intimidating and confusing; however, we are here to provide guidance and encouragement every step of the way. **We believe that COLLEGE IS FOR EVERYONE.** That means **YOU!** On page 7, you will find a list of TN Promise eligible institutions. We believe that all of these colleges/universities provide a pathway for every student in Tennessee. Be curious, ask questions and, most importantly, remember **there is a place for you in college in Tennessee! Find your inner fire and make the leap!**

COMMUNICATION WITH TNACHIEVES

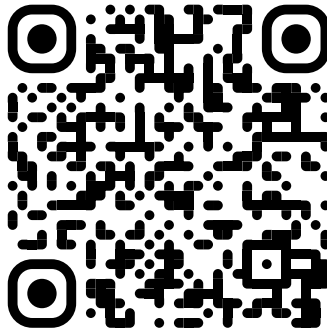
Maintaining a connection with tnAchieves is vital to your success. Utilize our various opportunities to stay engaged and ensure you never miss a deadline or step along the way!

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 reach out to 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 do not see our emails and add tnAchieves as a safe sender.

Text Messaging
You will receive messages reminding you of your upcoming meeting requirements, FAFSA completion and community service deadlines as well as other important topics. We encourage you to save our number so you know the messages are coming from us. Also, you can reply to our texts and someone will respond!

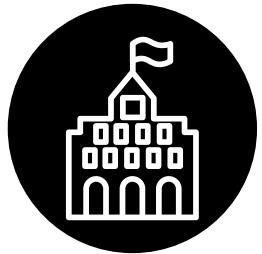
CONTACT US

The tnAchieves team is always available to help ensure you are successful. Contact us anytime you have questions or concerns. Scan the QR code to view a full list of tnAchieves staff!



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COLLEGE IS FOR EVERYONE!

We will repeat that - **college is for everyone.** tnAchieves firmly believes that a meaningful college pathway is within reach of every student in Tennessee. With a variety of institutions and programs, you can find your best fit! Page 7 lists the various colleges and universities in Tennessee. We can help you decide where to enroll after high school to earn a degree and pursue the career of your dreams!

WHY SHOULD YOU GO TO COLLEGE?

It is important to understand **WHY college matters.** From the opportunity to earn significantly more money to the satisfaction of being the first in your family to graduate, tnAchieves encourages you to explore your motivation for going to college. If you are searching for inspiration, below are a few of the reasons current tnAchieves students have gone to college:


BREAKING FAMILY CYCLES
Many students in Tennessee will be the first in their families to go to college. These students are often inspiring future generations to follow their footsteps!



TIMARI
Knoxville, Tennessee
Pellissippi State Community College & The University of Tennessee, Knoxville

“I am going to college (and keep going) because I want my siblings, their friends and others in my community to know that anything is possible. They view me as a role model, so I want them to see me doing big things with my life. I want them to say, ‘Well if she can do it, I can do it, too!’”


MAKE YOUR FAMILY PROUD
Many families dream of college opportunities for their students. We hear from students every year who are motivated to go to college to make their family proud.



OSCAR
Taft, Tennessee
Motlow State Community College & Middle Tennessee State University

“I went to college because I am a first-generation high school & college graduate. Making my parents proud is my main reason for going to college.”


PURSUING DREAM CAREERS
Going to college can open doors and create pathways to your dream career. Tennessee's colleges and universities offer programs that can help prepare you for the career path you have always dreamed of!



ANIKA
Knoxville, Tennessee
Pellissippi State Community College & The University of Tennessee, Knoxville

“My time at Pellissippi was one of the most influential times in my life, and it truly prepared me for both my transfer to UTK and my future career.”

ACCESS TO A BETTER JOB & BRIGHTER FUTURE
By 2027, 70% of jobs will require a post-secondary credential.* Going to college will help prepare you for your future job and greater earnings over the course of your career. Visit page 7 to learn how much more college graduates earn in their career!



ANDREW
Cookeville, Tennessee
Volunteer State Community College

“Graduating college gave me perspective that I can achieve my goals. It has broadened my view of my career choices and how in-depth a career can be. Majoring in health sciences can take you to many different places and careers, which I was not aware of before college started.”

*Raise the Bar: Postsecondary and Career Pathways | U.S. Department of Education. (n.d.). <https://www.ed.gov/raisethebar/postsecondary-pathways#:~:text=Today%2C%20most%20good%20jobs%E2%80%9494those,who%20possess%20a%20postsecondary%20credential.>



TN PROMISE IS A UNIQUE SCHOLARSHIP OPPORTUNITY TO ATTEND COLLEGE TUITION AND MANDATORY FEE FREE!

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). See below for an example of how the funding operates at various institutions.

How does last-dollar scholarship work?	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.

TN PROMISE CHECKLIST

This checklist helps you keep track as you complete each step of the college-going process. Use the space below each requirement to log usernames, passwords or any other important information.

TN Promise eligibility requirements are listed in green.

BY NOV. 1, 2023	DATE COMPLETED	Complete the 2023 TN Promise application at TNPromise.gov.
DEC. 2023- FEB. 2024	DATE COMPLETED	Attend your mandatory TN Promise meeting.
BY APRIL 15, 2024	DATE COMPLETED	File the 2024-2025 Free Application for Federal Student Aid (FAFSA). Visit StudentAid.gov . Visit page 5 for more information.
BY APRIL 15, 2024	DATE COMPLETED	Apply to an eligible TN Promise institution. A list of eligible institutions can be found on page 7.
BY MAY 1, 2024	DATE COMPLETED	Submit all requested admissions documents to anticipated college. Check your college email for admissions updates.
SPRING 2024	DATE COMPLETED	Connect with your tnAchieves Mentor. See page 4 to learn more about your tnAchieves mentor.
BY JULY 1, 2024	DATE COMPLETED	Complete and submit 8 hours of community service. Submit by 11:59 PM CT at tnAchieves.org . See page 6 for future deadlines.
BY JULY 1, 2024	DATE COMPLETED	Complete financial aid verification, if selected. Verification is completed through your college's financial aid office.
BY JULY 1, 2024	DATE COMPLETED	Ensure your college is listed on your TSAC Portal and FAFSA. Visit tnAchieves.org/update for instructions on how to update your TSAC Portal and FAFSA, if needed.
FALL 2024	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 2024	DATE COMPLETED	Connect again with your tnAchieves Mentor.



You will have the opportunity to 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 tnAchieves!

Your mentor is here to help you apply to college, discover your career interests and connect you with valuable resources. 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)...

RESOURCE

Your mentor can help answer questions.

ENCOURAGER

Your mentor is in your corner!

PERSON WHO WANTS YOU TO SUCCEED

It is important to remember that your mentor is not meant to be your best friend, the person with all the answers or a tutor.

AS A MENTEE, YOU ARE...

WILLING TO ASK QUESTIONS

RESPONSIVE TO YOUR MENTOR'S COMMUNICATION

THANKFUL AND KIND

Timely responses to mentor communication will help facilitate a productive mentor-mentee relationship. It is best to always respond when you hear from your mentor.

CONNECT WITH YOUR MENTOR WHEN...

YOU HAVE A QUESTION ABOUT COLLEGE.

YOU HAVE QUESTIONS ABOUT YOUR FUTURE CAREER GOALS AND ASPIRATIONS.

YOUR MENTOR ASKS A QUESTION OF YOU VIA TEXT MESSAGE OR EMAIL.

YOU ARE EXCITED, NERVOUS OR WORRIED ABOUT STARTING COLLEGE.

Students, 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.

MY MENTOR

Name: _____

Email: _____

Phone Number: _____

NEXT COMMUNICATION

Date: _____

Time: _____

Location: _____

2024-2025 FAFSA FILING DEADLINE: APRIL 15, 2024

The Free Application for Federal Student Aid (FAFSA) serves as the application for federal and state aid. The 2024-2025 FAFSA is expected to become available for completion at StudentAid.gov in December 2023. Please note that filing the FAFSA is FREE! You should never pay money to file the FAFSA. In addition to being a TN Promise requirement, filing the FAFSA by April 15, 2024 increases the probability that eligible students will receive more aid. Some scholarships are offered on a first-come, first-served basis, so completing the FAFSA as soon as possible is strongly encouraged.

Prior to FAFSA completion, students and parents must create usernames/passwords known as the FSA ID at StudentAid.gov. The FSA ID allows access to Federal Student Aid's online system and serves as the legal signature for the FAFSA. Students and parents must have two separate FSA IDs; therefore, the same email address cannot be used for both. After FSA ID creation, store the information in a safe place that is easily accessible to you and your student!

The FAFSA should be filed every academic year. Beginning with the 2024-2025 FAFSA, the student will complete their section of the FAFSA and invite their parent(s) to complete separate section(s). The 2024-2025 FAFSA will be considered finished once all sections have been successfully completed and submitted.

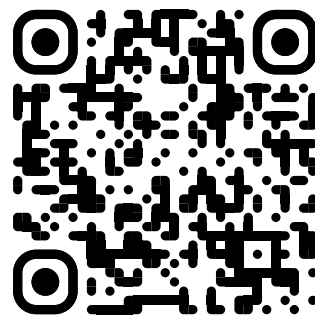
After FAFSA completion, a confirmation email will be sent to the email address provided on the FAFSA application. Please keep this email for your records! We recommend creating a folder to store all of your important financial aid documentation and confirmations.

10-STEP FAFSA FILING PROCESS

- Gather Necessary Information:** Before starting the application, gather the necessary documents, including:
 - Student and parent FSA IDs (Begin at StudentAid.gov.)
 - 2022 Federal Tax Return or other income documentation for student and parent(s)
 - Social Security number(s)
 - Driver's license (if any)
 - 2022 untaxed income records, such as child support received and veterans' non-education benefits
 - Current information on checking and savings account balances; stock, bond and other investments; and business and farm assets
- Start Early:** The FAFSA is expected to become available in December 2023 for the following school year. It's a good idea to fill it out as soon as possible since some funds are awarded on a first-come, first-served basis.
- Visit the Official FAFSA Website:** Go to the official website at StudentAid.gov to begin the application process. *Be sure to select the 2024-2025 FAFSA when filing. Deadline: April 15, 2024*
- Choose Your Schools:** You'll be asked to list schools you're interested in attending (list up to 20 different schools). These schools will receive your FAFSA results and will use the information to determine the financial aid they can offer you.
- Answer Dependency Questions:** The FAFSA will determine if you are a dependent or independent student. Dependent students must provide parent financial information.
- Fill Out Financial Information:** Use the documents you've gathered to provide accurate financial information. By providing student and parent financial information, you are determining the federal and state financial aid you qualify for.
- Sign and Submit:** Once you've completed all sections, you'll need to sign the FAFSA. If you're a dependent student, you will invite your parent(s) to complete separate section(s) of the FAFSA. The 2024-2025 FAFSA will be considered finished once all sections have been successfully completed, signed and submitted.
- Review Your FAFSA Submission Summary:** After submitting the FAFSA, you'll receive a FAFSA Submission Summary summarizing the information you provided. Review this for any errors and make corrections if necessary.
- Stay Informed:** Check the status of your FAFSA, and make sure to respond to any requests from schools or the federal government for additional information.
- Renew Annually:** The FAFSA isn't a one-time task. It is a TN Promise requirement to submit a new application each year.

By following these steps and ensuring accuracy in your information, you maximize your chances of receiving the most federal financial aid for which you're eligible and maintain TN Promise scholarship eligibility.

STEP-BY-STEP FAFSA GUIDES AND OTHER HELPFUL RESOURCES ARE AVAILABLE ON TNACHIEVES.ORG! SCAN OR CLICK THE QR CODE FOR HELP.



Students must complete and submit 8 hours of community service each semester to maintain TN Promise scholarship eligibility. Completing community service is a great way to learn about the needs of your community and provide a helping hand to valuable local organizations. Since our launch in 2009, tnAchieves students have completed more than 4.5M hours of community service! **THE CLASS OF 2024'S FIRST COMMUNITY SERVICE DEADLINE IS JULY 1, 2024!**

WHAT IS CONSIDERED COMMUNITY SERVICE?

It is the student's responsibility to identify an organization and complete community service hours. We are often asked whether certain hours will count towards the deadline. To ensure that your hours are accepted, be sure:

- You are volunteering through a non-profit or community based organization (e.g., animal shelter, food pantry, community center, school, etc.);
- You are not being paid for your time. Students cannot submit hours they work at their job as community service or be compensated for volunteering;
- If you are volunteering through your place of worship/religious institution, you are not submitting hours spent proselytizing or sharing your faith. Lawn care, supervising children, setting up/cleaning up an event and other activities outside of proselytizing at your place of worship/religious institution are acceptable.

See the full community service policy outlined on page 10 of this handbook.

HOW DO I SUBMIT COMMUNITY SERVICE?

Step 1: Logging Into the Form

Students will log into the community service form found at tnAchieves.org/cs.

The form requires the following information to login:

- First Name
- Last Name
- Date of Birth
- Last 4 digits of SSN

Step 2: Completing the Form

Once logged in, students will complete the community service form.

Information required includes:

- Name of Organization
- Supervisor Contact Information
- Date(s) Worked
- Number of Hours Volunteered
- Summary of Volunteer Work

Step 3: Submitting the Form

After completing the community service form, students will submit. A confirmation email will be automatically generated to the student and the community service supervisor. **It is imperative that students confirm they receive the community service confirmation email and keep it for their records.**

WHEN IS COMMUNITY SERVICE DUE?

It is important to note that you may begin completing your community service hours on November 2, 2023. 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.

Semester/Trimester ¹	Deadline ⁴	Timeframe for Completion
Summer 2024 ²	April 1, 2024 by 11:59 PM CT	November 2, 2023-April 1, 2024
Fall 2024	July 1, 2024 by 11:59 PM CT	November 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
Spring 2026	December 1, 2025 by 11:59 PM CT	July 2, 2025-December 1, 2025
Summer 2026 ³	April 1, 2026 by 11:59 PM CT	December 2, 2025-April 1, 2026
Fall 2026	July 1, 2026 by 11:59 PM CT	December 2, 2025-July 1, 2026

¹If you will graduate high school prior to the spring 2024 term, please visit tnAchieves.org/early-grad to learn more about next steps.

²Only students attending a TCAT may enroll the summer directly following high school graduation and must meet the April 1, 2024 deadline. They must also submit an additional 8 hours by July 1, 2024 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.

HOW TO APPLY

Community Colleges/Four-Year 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 campus.

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 15 application priority date!**

Tennessee Community Colleges	Tennessee Colleges of Applied Technology (TCATs)	Eligible Four-Year Colleges/Universities*
Chattanooga State Community College	TCAT Athens	Austin Peay State University
Cleveland State Community College	TCAT Chattanooga	Baptist Health Sciences University
Columbia State Community College	TCAT Crossville	Bethel University
Dyersburg State Community College	TCAT Crump	Bryan College
Jackson State Community College	TCAT Dickson	Carson-Newman University
Motlow State Community College	TCAT Elizabethton	Christian Brothers University
Nashville State Community College	TCAT Harriman	Cumberland University
Northeast State Community College	TCAT Hartsville	Freed-Hardeman University
Pellissippi State Community College	TCAT Henry/Carroll	John A. Guppton College
Roane State Community College	TCAT Hohenwald	Johnson University
Southwest Tennessee Community College	TCAT Jacksboro	King University
Volunteer State Community College	TCAT Jackson	Lane College
Walters State Community College		LeMoyne-Owen College
		Lincoln Memorial University
		South College
		Southern Adventist University
		Tennessee State University**
		Trevecca Nazarene University
		Tusculum College
		Welch College
		William R. Moore College of Technology



KIMVIRLI

Cleveland, Tennessee
TCAT Chattanooga

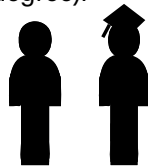
"Graduating from college was a real life changer. I am now working in the beauty industry as a licensed cosmetologist. **College helped me see that anything is possible!**"

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).

High School Graduate
\$40,612/YR*



College Graduate
\$67,860/YR*

Earning a post-secondary degree could represent more than a million dollar increase in earnings over your career!
*The College Payoff: Education, occupations, Lifetime earnings. CEW Georgetown. (2023, August 1). <https://cew.georgetown.edu/cew-reports/the-college-payoff>

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

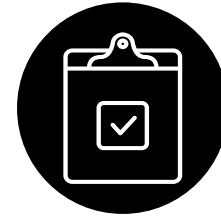
Community colleges are a great place to take general education courses (e.g., English, math, etc.). You can complete your associates degree in two years, transfer to a four-year state school utilizing the Tennessee Transfer Pathway and save approximately 50 percent in tuition as you complete your bachelor's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

FOUR-YEAR COLLEGE INFORMATION

*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 visit UTPromise.org for more information.**

**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.



While a critical and exciting step, applying to college is only the beginning! After applying, you will complete a series of steps to ensure you successfully begin classes in the fall. From attending new student orientation and registering for classes to tapping into valuable tnAchieves resources like summer programs and coaching, you will find a supported pathway to college. Utilize the **WHAT'S NEXT?** guide below to ensure you are maximizing your opportunities!

WHAT'S NEXT AFTER APPLYING TO COLLEGE?

Set up your college account and email address.

- Your college will provide instructions in your acceptance information to set up your college account and email. You are encouraged to complete this step as soon as possible, as your college will use this account to keep you updated on your enrollment process.

Attend new student orientation.

- New student orientation is an opportunity to learn more about your college and the resources it offers. This is a great time to visit your campus and register for classes. Your college will send information about registering for orientation to your college email.

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.

Show up to your first day of classes!

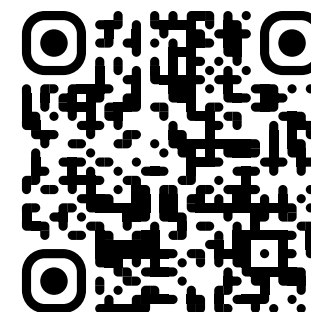
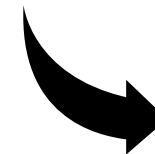
- After you apply and register, it's time for the most exciting step! Showing up on your first day is a huge accomplishment, and we want you to be fully prepared. If you are feeling unsure about your first day, connect with your tnAchieves mentor and the tnAchieves team, and we will make sure you know exactly where to go and what to do!

SUMMER BRIDGE PROGRAM

The tnAchieves Summer Bridge Program offers incoming college freshmen an opportunity to enhance their academic skills in math, reading and English before entering college in the fall. Through a free three-week program, the goal is to reduce or eliminate the need for learning support classes, ensuring students are better prepared for their college in the fall.

- Students who scored below a 19 on their ACT should register for the Summer Bridge Program.
- Summer Bridge Programs are hosted at all 13 Tennessee community colleges in June or July (dates depend on location).

REGISTRATION WILL OPEN
IN SPRING 2024! SCAN OR
CLICK THE QR CODE TO LEARN
MORE.



COMPLETE COACHING

We know that college can be confusing, and it can be hard to know where to turn when you have challenge. tnAchieves COMPLETE coaches are there to help you connect the dots and access valuable resources. COMPLETE coaches begin working with students in the fall once classes begin. Keep your eye on your email for communication from your coach!

- Coaches are assigned to students around the state. They will work to meet with students in-person on their campuses.
- Coaches will call/text students to ensure they feel supported and have the resources they need.

COMPLETE GRANTS

Students who maintain TN Promise eligibility and qualify for a federal Pell Grant may be eligible for tnAchieves COMPLETE Grants. COMPLETE Grants help students navigate unexpected financial hurdles that impact their ability to succeed in college by providing up to \$1,000 per semester.

Information regarding COMPLETE Grants will be sent via email/text message in Fall 2024.

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 2024 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 7, 2024 via email from tnAchieves.
 - Excused students must complete the mandatory meeting requirement by April 15, 2024 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 April 15, 2024.

- 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 1 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 10 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 who graduate from high school prior to the spring 2024 term may begin at their post-secondary institution early. Early graduates need to complete the current and previous academic year's FAFSA and submit community service by April 15, 2024. Students must also complete their mandatory TN Promise meeting requirement by the established deadline.
- 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 or TSAC 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.

6. 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 1 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.

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).

- Community service is not:
 - Work resulting in payment.
 - Work done under the supervision of an extended or immediate family member.
 - Work done for an individual rather than an organization (e.g., babysitting, mowing a neighbor's lawn, picking up trash in the neighborhood).
 - Proselytizing (sharing or teaching faith).
 - Work done off the clock/unpaid at the student's job.
- 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.
 - 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.
 - Students are not required to submit a community service form for viewing the webinars.
 - Webinars may only be accessed via tnAchieves.org. All other forms of virtual community service will be denied.
- 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.
- 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/>.
 - If the appeal is denied, students will not be able to submit community service after the deadline and will remain ineligible for TN Promise.
 - 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.
 - Should students fail to submit all required community service in the allotted time, they will remain ineligible for TN Promise.
 - 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.
 - Documentation is required for any community service appeal submitted to tnAchieves.
 - 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.
- 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.
 - 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.
 - 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.

- Mentors are an extension of tnAchieves but are not tnAchieves staff members.
- 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.

- tnAchieves staff will randomly assign students to mentors.

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

- 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 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.

TEAM TN Achieves

STAND WITH STUDENTS

2023 MENTOR HALL OF FAME INDUCTEES

CALLIE ARCHER
Anderson County

JULIE BENNETT
Marion County

BILL BRITTAIN
Hamblen County

JAKE BYNUM
Weakley County

WAYNE ELLINGTON
Williamson County

JERRY FAULKNER
Sumner/Blount Counties

NICK GRABAR
Sullivan County

TROY GRANT
Wilson County

DAVID GREGORY
Sumner County

SAMANTHA GUTTER
Davidson County

TRACY HALL
Shelby County

RUTH ANN "CISSY" HOLT
Giles County

JANET JENTILET
Knox County

LAURA MONKS
Lincoln County

FRAN ODOM
Shelby County

DEJUAN PARKER
Shelby County

MISTY ROSSER-WHITE
Shelby County

ROBIN SEALY
Tipton County

ZACH SHEETS
Campbell County

JAYME SIMMONS
Davidson County

MARVIN STEWART
Cocke/Jefferson Counties

PAUL STUMB
Wilson County

GLENN SWIFT
Campbell/Knox Counties

DANNI VARLAN
Knox County

VIEW ALL RECOGNIZED
MENTORS →



MANDATORY TN PROMISE MEETING AGENDA

● WELCOME

Make sure you sign in! tnAchieves will provide sign-in instructions.

● FIND YOUR PLACE - COLLEGE IS FOR YOU!

We believe college is for all students and that there is a place for them in college in Tennessee!

● WHY DOES COLLEGE MATTER?

Hear from a tnAchieves staff member share about their college experience and lessons learned along the way.

● WHAT TYPES OF COLLEGES ARE IN TENNESSEE?

Tennessee offers a variety of valuable post-secondary pathways!

- **Community Colleges:** Two-Year Associate Degree/Technical Program & Tennessee Transfer Pathways
- **Tennessee Colleges of Applied Technology (TCATs):** Technical/Job Training Programs (Typically 12-24 Months)
- **Four-Year Colleges & Universities:** Two-Year Associate & Four-Year Bachelor's Degree Programs

● HOW DO I GO TO COLLEGE?

tnAchieves will provide students with the steps necessary to make the exciting leap into college, all while maintaining TN Promise eligibility!

- **2024-2025 FAFSA:** File the Free Application for Federal Student Aid by **April 15, 2024**.
- **Apply To College:** Complete at least one admissions application. Most students apply on their college's website!
- **Submit 8 Hours of Community Service:** Students must submit 8 hours of community service by July 1, 2024 to maintain scholarship eligibility.
- **Connect With Your tnAchieves Mentor:** All students will have the opportunity to work with a volunteer mentor that can help with the college process.

● VOLUNTEER MENTOR

All students will have the opportunity to work with a tnAchieves mentor! Students who indicate they would like to work with a mentor will be assigned. Mentors will begin working with assigned students after the meeting.

● MEETING ACTIVITY

During this 20-minute activity, students will complete a values and career assessment to help them better understand what college goals. **Mentors are encouraged to help students complete the activity.**

● CONCLUSION

Thank you so much for taking the time to attend the meeting! **Remember, mentors will receive their assigned students after this meeting via email!**