INSTRUCTIONS: APS Service Hours Waiver

Student Section

Step 1

Select Academic Performance Scholarship (APS) Service Hours Waiver from the Links for Required Paperwork tab of the Student Employment Forms section of the Office of Financial Aid webpage.
Step 2
Login using your ETSU login information.

Step 3
Select **Complete This Form**.

Welcome to Dynamic Forms
Let's get started.

The APS Service Hours Waiver form needs to be completed.

**Complete This Form**

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!
Step 4

Read the form carefully. You will notice the Student Name, Student E-Number, and Student ETSU Email Address fields will pre-fill with your information. You will be responsible for selecting the Term, Year and Reason for your requested waiver. You are unable to select any reason other than the highlighted reasons in the screenshot below. If you do not qualify for one of these reasons, you will need to either appeal or request complete your service hours during a prior term via the Pre-Term Completion of 75 APS Service Hours Request. Once you have selected the appropriate answers, please select Next.

Academic Performance Scholarship (APS) Service Hours Requirement Waiver

To maintain eligibility for the Academic Performance Scholarship (APS), recipients must meet certain academic criteria. Depending on the requirements for the type of Academic Performance Scholarship awarded to the student, some recipients must also perform 75 service hours each fall semester and each spring semester during their eligibility.

Beginning with the 2018 Fall term, we will waive the 75-hour service requirement for APS students for one semester in which they:

1. Are enrolled in 12 or more hours of internship credits
2. Are enrolled in 12 or more hours of residency credits (Student Teaching)
3. Are enrolled in a study abroad program

Student Information

[Student Name] [Student E-Number] [ETSU Email Address]

I am requesting my 75-hour service requirement be waived during the specified term below due to the following reason:

[Term] [Year] [Reason]

Student Agreement

- I understand that I must meet the academic criteria for the renewal of the Academic Performance Scholarship and that failure to do so will result in the loss of the scholarship.
- I understand that if anything changes regarding my request I must notify the Office of Financial Aid immediately.
- I understand it is my responsibility to inform my departmental supervisor of my absence for the duration of this waiver.

By signing this request, I attest the above is true and shall adhere to the agreement as stated.
**Step 5**

The final step for the student is to sign the form. It is recommended that you sign electronically by entering your name in the boxes as they appear and selecting **Sign Electronically**. **Electronic signature is preferred as it allows for optimal efficiency of the process.** However, you do have the option to opt out of electronic signature and print the form. If you opt out and print, you will need to sign the form by hand and submit the original to the Office of Financial Aid for processing.

*Once you have completed the form, you will receive an email from forms@etsu.edu stating the form has been completed. This does not mean the form has been processed and the waiver has been approved. Please wait for an approval email from the Office of Financial Aid.*