

INSTRUCTIONS: APS Service Hours Waiver

Student Section

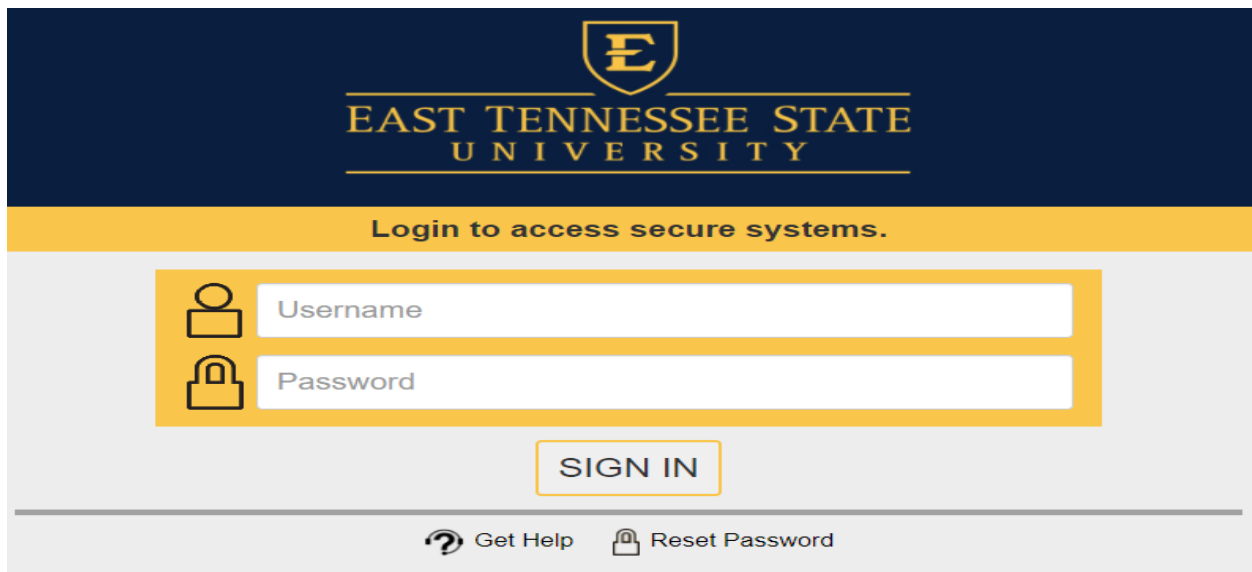
Step 1

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.

The screenshot displays the ETSU Office of Financial Aid website. At the top left is the ETSU logo. At the top right, it says "Office of Financial Aid" and "Division of Student Affairs". Below this is a breadcrumb trail: "ETSU Financial Aid > Forms > Stu Employment". The main navigation bar includes "Student Employment", "Counselors", "Scholarships", "FAFSA", "Forms", "Verification", and "Academic Calendar". On the left side, there is a search bar and a sidebar menu with categories like "Home", "Cost of Your Education", "Types of Financial Aid", "Student Service Positions", "Financial Planning", "Apply for Aid", "Mid-Year Transfer Student", "Financial Aid Requirements", and "Paying Your Bill". The main content area has two tabs: "Required Paperwork for Work Study & APS" and "Links for Required Paperwork". The "Links for Required Paperwork" tab is active, and the link "Academic Performance Scholarship (APS) Service Hours Waiver" is circled in red. Other links in the list include "Academic Performance Scholarship (APS) Timesheet", "Acceptable I-9 Documentation", "APS Policy & Procedures", "APS Service Agreement", "Handbook for Student Workers At ETSU", "FWS and RSWP Intent to Re-Enroll", "Pre-Term Completion of 75 APS Service Hours Request", "Performance Appraisal of Student Employees", "Statement of Student Records Confidentiality & Conflict of Interest", "Student Employment Status Information", and "ETSU Scholarships Office".

Step 2

Login using your ETSU login information.



The image shows the login page for East Tennessee State University. At the top, there is a dark blue header with the university's logo and name in gold. Below the header is a yellow banner with the text "Login to access secure systems." The main login area is a light gray box containing two input fields: "Username" and "Password". Each field has a corresponding icon (a person for username and a lock for password). Below the fields is a yellow "SIGN IN" button. At the bottom of the login area, there are two links: "Get Help" with a question mark icon and "Reset Password" with a lock icon.

Step 3

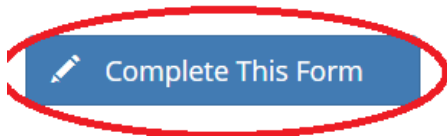
Select **Complete This Form**.



Welcome to Dynamic Forms

Let's get started. ██████

The APS Service Hours Waiver form needs to be completed.



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**.

timer
44:19

* = required

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:

* Fall
Term

* 2018
Year

* Internship
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.

Save Progress

Next

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.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

██████████ ██████████

██████████ ██████████

Previous Sign Electronically

If you would like to [opt out](#) of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

****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.****