

tnAchieves | Class of 2019 Student Timeline

August 1, 2018

Class of 2019 TN Promise application opens at www.tnpromise.gov

October 1, 2018

2019-2020 FAFSA opens online at www.fafsa.ed.gov.

November 1, 2018

TN Promise Class of 2019 application closes

November 2, 2018

Class of 2019 applicants can begin accruing 8 hours of community service

December 2018

Private/Homeschool TN Promise fall meetings

February 1, 2019

TN Promise 2019-2020 FAFSA deadline

March 2019-April 2019

Spring meeting facilitated- **mandatory student attendance**

April 1, 2019

2019 TN Promise community service deadline for summer 2019 enrollment (TCAT students only)

Summer 2019

TN Promise Summer Bridge Program facilitated by tnAchieves

July 1, 2019

2019 TN Promise community service deadline- fall 2019

2019 Team Meeting Structure

Fall TN Promise meeting:

Private/Homeschool seniors: The first TN Promise team meeting will be held in December 2018, after the November 1 TN Promise application deadline. These meetings will be facilitated at a central location in several counties and will be communicated with applicants via email, text message and in the student handbook. Students will learn more about TN Promise, tnAchieves, the Free Application for Federal Student Aid (FAFSA) and the February 1, 2018 FAFSA deadline. This meeting will not include volunteer mentors, who will be assigned to students who remain eligible after the February 1 FAFSA deadline. Applicants will receive TN Promise student handbooks at the meeting. This meeting is not mandatory for student eligibility, but all students are strongly encouraged to attend as important future eligibility requirements are discussed.

Students who reside in counties with low applicant numbers post November 1 deadline will have the opportunity to attend a webinar for first meeting information and handbooks will be mailed to students in those counties. tnAchieves will notify students of this option if they live in a county where a meeting is not being facilitated.

Spring TN Promise meeting: The second TN Promise meeting is **mandatory for student eligibility** and will be held in March and April 2019. This meeting will focus on financial aid processes post FAFSA completion, college enrollment, community service and other TN Promise eligibility requirements. This will be the first mentor meeting for Class of 2019 applicants and the first time applicants will connect with the volunteer mentor. tnAchieves will conduct sign in prior to the start of the team meeting and the meeting will last one hour. Students are encouraged to arrive at least 30 minutes prior to the start of the meeting to ensure adequate time for sign in.

It is mandatory that eligible TN Promise students attend their institution's spring TN Promise meeting in order to remain TN Promise eligible. Parents are encouraged to attend but cannot attend in place of the student. If a student does not attend his/her assigned meeting, the student will be ineligible for TN Promise.

Counselor Information and Best Practices

Students must complete the TN Promise application by November 1, 2018. Students will be required to create a TSAC portal if they do not already have one. After creation of the TSAC portal, the student will need to complete the TN Promise application. **Please note that simply creating a TSAC portal will not satisfy completion of the TN Promise application.** Dual enrollment students are not automatically signed up for TN Promise because they have a TSAC student portal; they must also complete an application if they wish to be a 2019 TN Promise recipient. The application opens August 1 at www.tnpromise.gov. Students will receive a confirmation email after successfully completing the TN Promise application- encourage your students to save a copy for their records!

Students should provide correct information on their TN Promise application. tnAchieves relies heavily on email and text communication. Students should provide accurate, working email and phone numbers for both themselves and parents on the application. Students must have their correct social security number when completing the TN Promise application. Failure to provide the correct social security number on the initial TN Promise application could jeopardize a student's scholarship eligibility with FAFSA completion.

Encourage students to check email regularly! tnAchieves sends weekly emails each Monday to all eligible students and parents. Our communication will begin in mid-November. You will also receive a copy of the email your student receives. Our emails will contain important eligibility reminders, requirement information, community service opportunities and additional resources that will be beneficial to students. If a student is not receiving our emails and the email is not being sent to the student's spam folder, we may have incorrect contact information for the student. If a student's information changes at any time, it will be the student's responsibility to contact tnAchieves with updated information.

Communicate FAFSA completion and team meeting dates with your students. We rely on counselors to help communicate important dates and deadlines to students! Using tnAchieves/TN Promise marketing materials around your school's campus, communicating dates via school announcements, utilizing all calls, reminding students in person and including meeting dates and locations on materials home to parents are all great ways to communicate.

Your applicants will receive an email containing first meeting options and information after the November 1, 2018 application deadline. This meeting is not mandatory, but student attendance is highly encouraged as we will be discussing upcoming eligibility requirements, mandatory meeting information and handbooks will be distributed. The tnAchieves handbook PDF can also be accessed on our website at any time.

The student's spring TN Promise meeting is **mandatory** and attendance will be taken at this meeting. Please communicate with students to arrive early to this meeting. All eligible students post February 1, 2019 FAFSA deadline will receive team meeting email and text message reminders to the contact information provided on the TN Promise application. Mentors will also be communicating the mandatory team meeting date and time with their assigned students.

Become familiar with the mandatory requirements and excuse form policy. It is important to note that students must meet all eligibility requirements:

- Apply by TN Promise application deadline;
- Complete 2019-2020 FAFSA by February 1, 2019;
- Attend assigned mandatory spring meeting;
- Complete first set of 8 community service hours by July 1, 2019;
- Enroll at a TN Promise eligible institution the fall following high school graduation.

Failure to meet a deadline or requirement will result in the permanent loss of a student's TN Promise scholarship eligibility. Once eligibility is lost, it cannot be regained. All students are required to attend their assigned mandatory spring meeting for their institution. The only reason a student would be allowed to miss his/her assigned meeting is if the student has an approved excused absence and follows the excuse form policy protocol. If a student is excused from his/her assigned meeting by a tnAchieves staff member after completing the tnAchieves excuse form, the student is required to attend a meeting at another institution prior to the conclusion of all mandatory TN Promise meetings. A full list of team meetings can be found in the student handbook and online at www.tnachieves.org. The excuse form policy can be found online and in the student/mentor handbook. The excuse form policy is only applicable to the student's mandatory spring meeting.