INSTRUCTIONS: Pre-Term Completion of 75 APS Service Hours Request
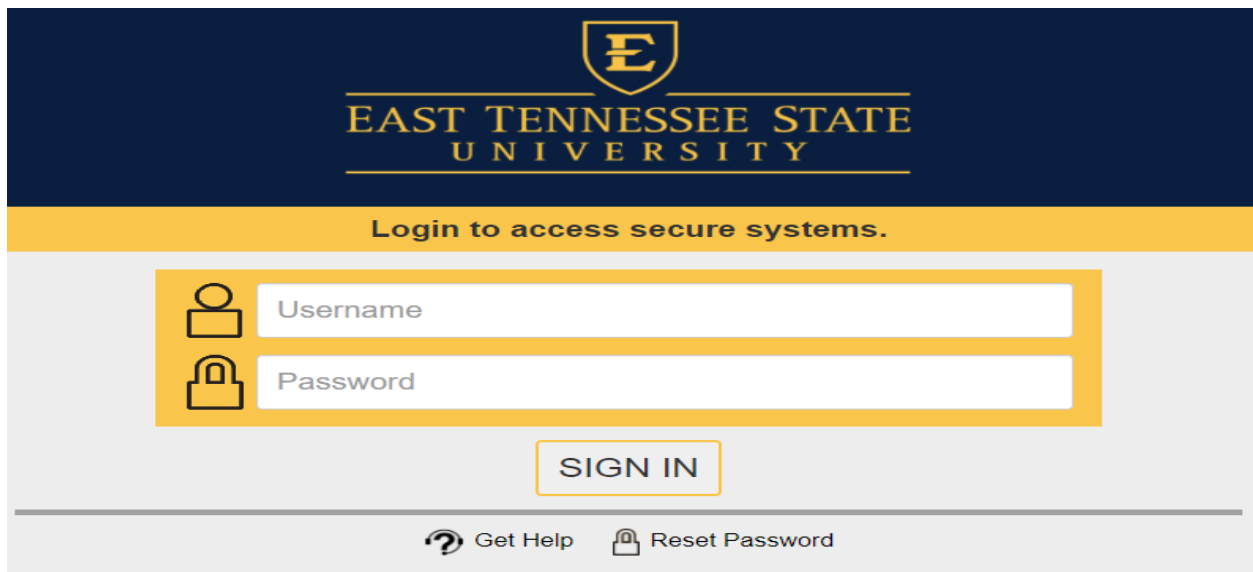
Student Section

Step 1

Select **Pre-Term Completion of 75 APS Service Hours Request** 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.**
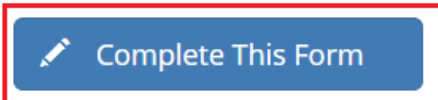
Step 4

Enter your **SUPERVISOR'S First Name, Last Name,** and **ETSU Email Address.** *As your supervisor will also login using the single server sign-on, please only use their official ETSU address ending in "@etsu.edu"* <mark>*Please do not use a personal email address, goldmail, or the "mail.etsu.edu" address.*</mark> *This will cause the supervisor's identification not the match when they try to complete the form.*

Instructions

Form Participants

Supervisor

First Name

Last Name

Email

Continue

Step 5

Please read the form carefully. You will notice that the fields for **Student Name**, **E-Number**, and **E-mail Address** pre-fill with your information. You are unable to change the information in these fields.

You will be required to select the **Term** and **Year** of the specific term you need to complete the hours of prior and the **Reason** for doing so. If you select *Other* as the reason, you will be prompted to explain the situation in an additional text box.

You will also need to enter the **Completion Timeframe**. You will see in the example below that a term was used. You may also specify months or days. (I.E. July 15-August 30, 2018 or June-Aug 2018).

Once you have completed the sections above, select **Next**. *You will notice the **Department Name**, **Department Representative**, and **Dept Email Address** fields are gray and you cannot select them. This is because they are strictly the responsibility of your Supervisor. The supervisor info you entered earlier, will send an email to your supervisor for them to complete their portion and sign.*

Timer
42:26

* = required field

Pre-Term Completion of 75 APS Service Hours Request

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.

Requests to complete the 75 APS service hours prior to term may be considered under certain circumstances, as indicated below. Once the request has been reviewed you will be notified of the decision via your campus email address.

Student Name   E-Number #   E-mail Address

I am requesting permission to complete the required 75 APS service hours prior to the specified term below due to the following reason:

Fall
Term

2018
Year

Clinicals
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 I must complete this request for each semester that I wish to complete my APS service hours prior to the aforementioned term.
- I understand that if anything changes regarding my request I must notify the Office of Financial Aid immediately.

I have spoken with my departmental supervisor, and we have agreed that I may complete the required 75 service hours for the term listed above during the following timeframe:

Summer II 2018
Completion Timeframe

Departmental Agreement

- Ensure adequate supervision of service position duties, provide the training necessary for successful service performance, assign tasks and responsibilities to the student to establish position rules and standards of performance.
- Submit my APS recipient's timesheet as soon as the 75 hour requirement is met.
- I understand that if anything changes in regards to this request I must notify the Office of Financial Aid immediately.

I have spoken with my APS recipient, and we have agreed that he/she/they may complete the required 75 service hours for the term listed above during the agreed upon completion timeframe.

Department Name   Department Representative   E-Mail Address

Save Progress   Next

Step 6

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

Step 7

Once you sign electronically, you will be taken to the screen below where you can print the form as is. ***Note: This will not show the department's information as it has not been completed at this time***.
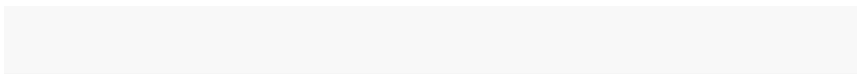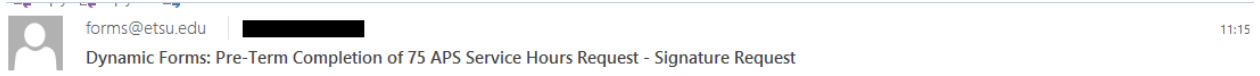
Thank you! Your form has been submitted.

[🄿 View Form PDF]

DEPARTMENTAL INFORMATION

Step 1

The supervisor will receive an email from forms@etsu.edu similar to the one below. The supervisor will need to select the link within the email to be taken directly to the form.

forms@etsu.edu   ▮▮▮▮▮▮▮▮   11:15

Dynamic Forms: Pre-Term Completion of 75 APS Service Hours Request - Signature Request

You are receiving this e-mail because ▮▮▮▮▮▮▮ needs your help in completing the Pre-Term Completion of 75 APS Service Hours Request. Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete the form. Click here to complete your section of the form.

Step 2

The link will direct the supervisor to a login page. Login via the Single Server Sign-on using your ETSU login information.

Step 3

Once logged in, select the **Complete This Form** button.

Step 4

You will notice the following fields are completed and gray. These were completed by the student and cannot be changed. If you notice a discrepancy, you may select the *Reject* button. This will rarely be used but is an option.

You will review the student's information and the Departmental Agreement section. You will complete the **Department Name**, **Department Representative**, and **E-Mail Address** fields under the Departmental Agreement Section. Then, you will select **Next**.

Step 6

The final step for the supervisor 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

Step 7

Once you sign electronically, you will be taken to the screen below where you can print the form as is. ***Note: This does not mean the form has been processed and approved. It simply means it is in the queue for Financial Aid review***.
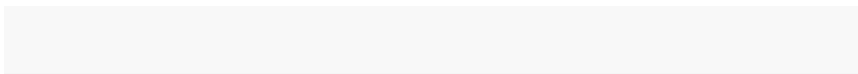
Thank you! Your form has been submitted.

[📄 View Form PDF]

Once the supervisor has completed their section, the student will receive an email from forms@etsu.edu stating the supervisor has complete their portion. This does not mean that the student is approved to for the pre-term completion. This means the form will now be queued for Financial Aid to review.