



2019-2020

# Unusual Enrollment History Appeal

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal financial aid funds. Students who have attended multiple schools and received Federal financial aid in a short period of time may be considered to have an unusual enrollment history. You must submit your completed Unusual Enrollment History Appeal with all **REQUIRED** documentation listed below. Appeals submitted with missing documentation or without ALL prior college transcripts will be considered **INCOMPLETE** and will not be processed.

## A. Student's Information

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_

### **STEP 1: Print your Federal Financial Aid History:**

You MUST log into the National Student Loan Data System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov) to obtain your Federal financial aid history. You will need your Federal Student Aid ID to log in. *Review 2015-2016, 2016-2017, 2017-2018, and 2018-2019* award years if you received Pell Grant or Direct Loans. Example: 2015-2016 will be June 2015-July 2016.

### **STEP 2: Prior College Transcripts Required to be Evaluated:**

Ensure that all official academic transcripts from all colleges/universities attended have been forwarded to the Registrar's Office.

### **STEP 3: Letter Explaining Circumstance for Appeal:**

If you failed to earn academic credit while receiving Federal aid, the U.S. Department of Education **REQUIRES** you to explain the circumstances which resulted in your failure to complete academic credits. Please submit along with this form a typed statement that provides an explanation for your failure to earn academic credit. Please explain in detail why you failed to earn academic credit during the reviewed terms.

### **STEP 4: Supporting Documentation:**

You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reasons below. Appeals submitted without documentation will be considered incomplete and will be denied.

- ✓ Personal injury or illness (must have occurred during semester(s) of academic difficulty) – Requires doctor's statement, hospital records, and/or accident/police report
- ✓ Death or serious illness of an immediate family member (parents, grandparents, children, spouse, sibling) – Requires doctor's statement, hospital records and/or a death certificate/obituary notice
- ✓ Employment changes – Requires documents to show loss of job and/or other changes in employment
- ✓ Divorce or separation in the student's immediate family – Requires divorce/separation documents and/or letter from attorney
- ✓ Failure to have a set academic goal/major or misunderstanding of schools Satisfactory Academic Progress Academic Progress (SAP) standards – May be used once for the years in question.
- ✓ Other – Requires supporting documentation

I hereby certify that all information provided on this form is true, complete and accurate to the best of my knowledge.

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

FOR OFFICE USE ONLY:

Approved

Denied