

## 2019-2020 Unusual Enrollment History Appeal Form

(\*\*\*)Please complete in blue or black ink only(\*\*\*)

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 earned 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.**

### STEP 1: Submit All Official Transcripts

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

College or University	Year(s) Attended	College or University	Year(s) Attended
College or University	Year(s) Attended	College or University	Year(s) Attended
College or University	Year(s) Attended	College or University	Year(s) Attended

### STEP 2: 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 which provides an explanation for your failure to earn academic credit. Please refer to a situation that occurred during those academic terms in which you failed to earn credit.

### STEP 3: 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, or accident/police report
- Death or serious illness of an immediate family member** (parents, grandparents, children, spouse, sibling) – Requires doctor's statement, hospital records or a death certificate/obituary notice
- Employment changes** – Requires documents to show loss of job or other changes in employment
- Divorce or separation in the student's immediate family** – Requires divorce/separation documents or letter from attorney
- Failure to have a set academic goal/major or misunderstanding of schools Satisfactory Academic Progress (SAP) standards** – (may only be used as an excuse for one (1) time during the years in question).
- Other** – Requires supporting documentation

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

<b>FA Counselor Signature/ Date</b>	<b>FA Counselor Comments:</b>
<b>FA Director Signature/Date</b>	<input type="radio"/> Appeal Approved  <input type="radio"/> Appeal Denied

*Return this form and any attachments to the above address.*