



## 2018-2019 UNUSUAL ENROLLMENT HISTORY APPEAL FORM

Based on the submission of your recent FAFSA it has been determined that you have an unusual enrollment history while receiving Federal Student Aid. An unusual enrollment history is defined as having attended multiple institutions in the past four aid/award years. If, upon review of your academic records, it is determined that you did not earn academic credit at one or more of your previously attended institutions, you will need to complete part C of this form. In this circumstance, our office is unable to award federal Title IV funding until the appeal is received documenting the reason for your failure to earn academic credit.

If you wish to appeal, please complete this appeal form providing an explanation of your circumstances during the semester(s) in which you did not earn credit. Attach any supporting documentation to this form.

### A. STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

### B. List all schools at which you attended in the last 4 years

Name of Schools and terms attended:

	Did you submit transcripts?		Did you earn credit?	
	Yes	No	Yes	No
2017-2018				
2016-2017				
2015-2016				
2014-2015				

If you answered "yes" to having earned credit at all of the schools listed above, *and* have submitted transcripts showing your grades from all of these semesters, you may sign here and submit this form to request that we review your transcripts and Federal Student Aid history. If we can confirm that you earned credit at every school each year you received Federal Aid, you will not need to provide explanation or documentation:

*I earned credit at every school each year I received Federal Aid. Please review my records.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you answered "no" to having earned credit at any of the schools listed above, you must:

1. Attach 3<sup>rd</sup> party documentation that supports your explanation for each school where credit was not earned.
2. Explain in part C why credit was not earned at each school.

If you answered "no" to having submitted transcripts to the Admissions Office, you must do so before we can review your appeal. We are required to review your academic transcripts from the schools before granting your financial aid.

**C. EXPLANATION**

Semester/Year: \_\_\_\_\_

Type of documentation attached: \_\_\_\_\_

Reason credit was not earned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Semester/Year: \_\_\_\_\_

Type of documentation attached: \_\_\_\_\_

Reason credit was not earned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Semester/Year: \_\_\_\_\_

Type of documentation attached: \_\_\_\_\_

Reason credit was not earned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. CERTIFICATION AND SIGNATURE**

*I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I understand it is a federal crime to purposefully give false or misleading information, and may be subject to a fine, imprisonment, or both.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_