

2015-2016 UNUSUAL ENROLLMENT HISTORY VERIFICATION

STUDENT'S INFORMATION

LAST NAME	FIRST NAME	SSN or ID NUMBER
ADDRESS, CITY, STATE, ZIP		DOB
EMAIL ADDRESS	PHONE NUMBER	

STEP 1: Print your Federal Financial Aid History

You MUST log into the National Student Loan Data System (NSLDS) at www.nsls.ed.gov to obtain your Federal financial aid history. You will need your Federal Student Aid PIN to log in. You MUST PRINT the "Financial Aid Review" grant page & loan page and attach it to this form.

STEP 2: Prior College Transcripts Required to be Evaluated

Submit official academic transcripts for all colleges/universities attended to the Admissions & Records Office at your Primary College and have the transcripts evaluated prior to proceeding with the next step. If official transcripts cannot be submitted, please contact the Financial Aid Office at your Primary College. **NOTE:** *The Financial Aid Office will determine if you have exceeded Maximum Time Frame and are required to submit a Satisfactory Academic Progress (SAP) Appeal. Please view the SAP Policy at the website of your Primary College.*

STEP 3: Enrollment History Verification

Check one and complete the following chart (attach additional sheets if necessary):*

I received academic credits from all the institutions that I attended during the past four award years (2011-2012, 2012-2013, 2013-2014, and 2014-2015) as listed below and on my official transcripts.

I did not receive any academic credits from one/all institutions that I attended during the past four award years (2011-2012, 2012-2013, 2013-2014, and 2014-2015) as listed below and on my official transcripts.

Name of School Attended	Location of School	Dates of Attendance (To-From) (MM-YYYY)	Enrollment Status (Full-Time, Part-Time, Less than Half-Time)	Credit Hours Earned

*If you did not earn any academic credit at a previously attended institution, please complete the attached Unusual Enrollment History Appeal Form.

STEP 4: Signature

I hereby certify that all information provided on this form is true, complete and correct to the best of my knowledge. I understand that it is a federal crime to purposefully give false or misleading information and may be subject to a fine, imprisonment or both.

STUDENT'S SIGNATURE	DATE
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2015-2016 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 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 evaluated will be considered INCOMPLETE and will not be processed.

PLEASE NOTE: Complete one appeal form per institution. Do NOT complete this form if you earned academic credit at all institutions listed on the Unusual Enrollment History Verification Form.

STEP 1: Letter explaining circumstance for Appeal

Please submit along with this form a typed or written 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 2: 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 use as an excuse for one (1) time during the years in question).
- Other** – Requires supporting documentation

STEP 3: Student Educational Plan (SEP):

Your appeal must include a current Student Educational Plan. You will need to schedule an appointment with an academic counselor at your Primary College. The counselor will assist you in mapping your educational goal and with selecting the appropriate courses for your declared program of study.

STEP 4: Signature

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STUDENT’S SIGNATURE

DATE