UNUSUAL ENROLLMENT APPEAL FORM
2015-2016

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) has been flagged for “Unusual Enrollment History Review” by the U.S. Department of Education. The reason it has been flagged is because you have received Federal Pell Grant funds at multiple colleges or universities during the past three years. Upon review of the academic transcripts submitted, it was determined that you did not earn academic credit at one or more of the previously attended institutions AND/OR you have not submitted transcripts from ALL institutions you have attended. This has resulted in a denial of any additional Federal Title IV funds.

To appeal this decision, complete the following steps:

STEP 1
Submit ALL academic transcripts to the Enrollment Services and have the transcripts evaluated prior to proceeding with the next step. Please allow 6 – 8 weeks for the transcript evaluation process.

STEP 2
Submit, along with this form, a signed typewritten 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. Within your statement, please include the name of the school and academic period in question. Please include any third party documentation which would support your statement.

Reason for appeal:

_______ Personal injury or illness (must have occurred during semester(s) of academic difficulty)—Attach doctor’s statement, hospital records or accident/police report.

_______ Death or serious illness of an immediate family member (parents, grandparents, children, spouse, sibling)—Attach doctor’s statement, hospital records or a death certificate/obituary notice.

_______ Employment changes—Attach documents on letterhead to show loss of job or other changes in employment.

_______ Divorce or separation in the student’s immediate family—Attach divorce/separation documents or letter from attorney.

_______ Poor judgment or immaturity (may only be used as an excuse for 1 institution).

_______ Other—Attach supporting documentation.

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

Student’s Signature: ___________________________ Date: ___________________________