



FINANCIAL AID OFFICE  
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## UNUSUAL ENROLLMENT PATTERN APPEAL 2016-2017

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) has been flagged for “Unusual Enrollment History Review” by the U.S. Department of Education. Your record is flagged because you have received Federal Pell Grant or Direct Loan funds at multiple colleges or universities during the past four 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 steps below. Please note that a prior year approval does not guarantee an approval for future award years. **Also note that the Office of Admissions has been contacted regarding any transfer institutions omitted from your application to the University.** Any appeal process through the Office of Admissions is completely separate from that of the Financial Aid Office.

### **STEP 1 Submit Prior College Transcripts to be evaluated**

Submit ALL academic transcripts to the Enrollment Services and have the transcripts evaluated prior to proceeding with the next step. Please allow 3 – 4 weeks for the transcript evaluation process and any pending admission decisions.

### **STEP 2 Print your Federal Financial Aid History**

Submit your Federal Financial Aid History from the National Student Loan Database System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov). You will need your FSA ID to log in. You MUST PRINT the “Financial Aid Review” grant and loan pages and attach it to this form.

### **STEP 3 Provide Support Documentation**

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.
- Failure to have a set academic plan or misunderstanding of institution’s Minimum Standards of Academic Progress (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: \_\_\_\_\_

NEIU ID: \_\_\_\_\_ Date: \_\_\_\_\_