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PRINT: LAST NAME

FIRST NAME

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Student ID

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: Print your Federal Financial Aid History**

You MUST log into the National Student Loan Data System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov) to obtain your Federal financial aid history. You will need your Federal Student Aid FSA ID to log in. You must review the history to complete step 2. Retain history for your records.

**STEP 2: Prior College Transcripts Required to be Evaluated.**

You must submit official academic transcripts for all colleges/universities attended during the academic years 2020-2021, 2021-2022, 2022-2023 2023-2024.

**STEP 3: Letter Explaining Circumstance for Appeal**

If you did not earn academic credit while receiving Federal aid at an Institution you previously attended, the U.S. Department of Education REQUIRES you to explain the circumstances that resulted in your failure to complete academic credits. Please submit a typed statement that provides an explanation of your failure to earn academic credit. Attach all relevant supporting documents for each reason listed in your statement.

**STEP 4: 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 letters from an 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.**

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Student's Signature

Date