



## 2019-2020 Unusual Enrollment History Form

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 may be considered to have an unusual enrollment history. You must submit this 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.

Full Name \_\_\_\_\_ TNumber: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

### STEP 1: Print your Federal Financial Aid History

You MUST log into the National Student Loan Data System (NSLDS) at [www.nslds.ed.gov](http://www.nslds.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 and attach it to this form.

### STEP 2: Prior College Transcripts Required to be Evaluated

Ensure that all official academic transcripts for all colleges/universities attended have been forwarded to the Registrar's Office.

### STEP 3: Letter Explaining Circumstance for Appeal

If you failed to earn academic credit, while receiving Federal aid, the U.S. Department of Education REQUIRES you to explain the circumstances, which resulted in your failure to complete academic credits. Please submit along with this form a typed/signed 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 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 letter from 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



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Please initial each item indicating that you have read and understand the information below:

\_\_\_ I must review my financial aid information on the National Student Loan Data System (NSLDS) at <http://www.nsls.ed.gov>. Provide a copy of this information to the Financial Aid Office.

\_\_\_ I understand UEH appeals are processed on a case-by-case basis.

\_\_\_ I understand I must maintain enrollment and satisfactory academic progress to maintain eligibility in the future.

\_\_\_ I understand appeals turned in without supporting documentation will be denied.

\_\_\_ I understand my appeal will not be reviewed until the current semesters grades have been evaluated.

\_\_\_ I understand the decision of the Financial Aid Office for UEH appeals are final.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date