



## 2023-2024 Unusual Enrollment History Form

The U.S. Department of Education has selected your 2023-2024 Free Application for Federal Student Aid (FAFSA) for “Unusual Enrollment History” (UEH). Our records indicate you received Federal Pell Grant and/ or Direct Student Loan funds at multiple institutions during the award periods of **2019-20, 2020-21, 2021-22, 2022-2023**. This flag requires Tennessee State University to review your enrollment history and determine whether you have earned academic credit while receiving federal student aid.

Full Name \_\_\_\_\_ T-Number: \_\_\_\_\_

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

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

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

You MUST log into your Federal Student Aid at <https://studentaid.gov> to obtain your Federal financial aid history. You will need your Federal Student Aid PIN to log in. You MUST **PRINT/DOWNLOAD** the “*Download My Aid Data*” 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 TSU Admissions Office (exclude TSU transcripts and institutions TSU has accepted credits from).

### STEP 3: Letter Explaining Circumstance for Appeal

Submit along with this form a **typed/signed** statement, which provides an explanation for any non-completion of enrollment periods during the following award years: **2019-20, 2020-21, 2021-22, 2022-2023**.

### 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)



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**Other** – Requires supporting documentation

**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 semester's 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

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