



**Financial Aid Offices:**  
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## Unusual Enrollment Appeal Form for 2026-2027

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal Student Aid. Students who have attended multiple schools and earned Federal Student 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 relevant Award Year College transcripts will be considered INCOMPLETE and will not be processed.*

### STEP 1: Student Information

\_\_\_\_\_  
 Last Name                                      First Name                                      M.I.                                      Student ID Number

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

Obtain and submit official academic transcript for the entire time you received federal student financial aid funds at any/all education institutions during the review period (2022-23, 2023-24, 2024-25, and 2025-26). Please 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. You must attach a signed typed statement which provides an explanation for your failure to earn academic credit.

### STEP 4: Supporting Documentation:

You must provide documentation to support the circumstance(s) in your appeal. Appeals submitted without documentation will be more likely to get denied.

#### Examples of Documentations:

- 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

**Please attach all documents with the appeal.**

**Student’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_