

UNUSUAL ENROLLMENT HISTORY WAIVER REQUEST

Reason for this form:

The U.S. Department of Education flagged your 2020-21 FAFSA for Unusual Enrollment History because you received federal Pell Grant funds or federal Direct Loan funds at multiple educational institutions during the following review period: **2016-17, 2017-18, 2018-19** and **2019-20**. This flag requires our office to review your enrollment history to determine if you earned any credit(s) at each school where you received the federal Pell grant or Direct Loan funds. You can view your federal financial aid history at <https://studentaid.gov>.

Our office has reviewed your transcripts or grade reports from the institutions for the review period mentioned above and determined that you failed to earn any academic credits from one or more of the schools where you received federal Pell Grant and or federal Direct Loan funds. Students with unusual enrollment history are given an opportunity to explain why few or no academic credits were earned at the institutions where they have received Pell grants or Direct Loans in the past four academic years. Students with serious personal or academic reasons may submit a written explanation accompanied by supporting documentation to the financial aid office for consideration. Personal reasons may include death of an immediate family member (include their relationship to you), documented hospitalization or illness of self or immediate family member, family emergency, change in living situation (divorce), victim of crime or unexpected disaster, military obligations or other. Requests are evaluated on a case-by-case basis. Determination of Unusual Enrollment History appeals are final. Incomplete submissions will be denied.

SECTION A. Student Information

Student's name: _____ Phone: _____

SECTION B. Instructions

1. ***In a separate letter, please explain:***

- ↳ The circumstances that prevented you from earning academic credit at each of the institutions you previously attended in the past four academic years.
- ↳ Your academic and career goals at those times.
- ↳ How your current plan will enable you to successfully earn academic credits.
- ↳ **IMPORTANT - sign and date your letter!**

2. **Attach:** Documentation from a third party to support your request. Examples of acceptable third party sources include a: doctor, professor, counselor, social worker, clergy person, death certificate/obituary, record of military service, etc. Letters from family members are not appropriate for this purpose. Documentation can be in the form of specific documents or a letter which states: your name, the person's relationship to you, their knowledge of the problem(s) that you had and how you have resolved them, the date(s) of that problem, and their signature. **Your waiver request cannot be accepted or reviewed without this attached documentation.**

3. ***Submit your request with your third party documentation to your campus financial aid office.***

SECTION C. Certification

I certify that all information provided in this document is true, complete and accurate. I understand that if I purposely give false or misleading information I may be fined, sentenced to jail, or both.

Student signature: _____ Date: _____