



CLARENDON COLLEGE – FINANCIAL AID OFFICE
2018 – 2019 Unusual Enrollment History Appeal Form

Student Name: _____ ID Number: _____

The U. S. Department of Education flagged your 2018-2019 Free Application for Federal Student Aid (FAFSA) due to Unusual Enrollment History (UEH). The flag identifies those students who received a Federal Pell Grant and or Direct Loan at multiple post-secondary institutions during the past four academic years.

The Clarendon College Financial Aid Office is required to verify financial aid eligibility for students flagged for UEH, such as whether or not you received a Pell Grant and successfully earned credit/clock hours while attending your previous colleges.

Upon recipient of this form along with supporting documentation, if required, and academic transcripts, the Financial Aid Office will review these documents to determine if you are eligible to receive federal financial aid.

INSTRUCTIONS:

Below is a list of colleges you attended and received Pell Grant funds during 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018 academic years. *You are required to submit to the Financial Aid Office this completed form and to the Admissions Office, a copy of an academic transcript for each college listed below. **Incomplete documents will not be reviewed for eligibility.***

Name of College	Dates of Attendance	Did you submit transcripts?		Did you earn credit/clock hours?	
		Yes	No	Yes*	No**

***IF you answered “Yes” to the having earned credit/clock hours Earned Question at all of the colleges listed above *and* have submitted academic transcripts showing your grades for all of these semesters, you may sign here and submit this form to request that we review your transcripts and Pell Grant history.**

****IF you answered “No” to the Credit/Clock Hours Earned Question listed above, you must be provide a written explanation of the special circumstance(s) that caused your failure to earn academic credit/hour and provide third-party documentation to support your explanation by the deadline noted above. Examples of reason for appeal and appropriate documentation are listed on page two of this form.**

CERTIFICATION AND SIGNATURE

I hereby certify that all of the information reported is complete and correct to the best of my knowledge.

 Print Student’s Name

 Student’s ID Number

 Student’s Email Address

 Student’s Signature

 Date

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

EXAMPLES OF SPECIAL CIRCUMSTANCES AND RECOMMEND DOCUMENTATION

This is not all inclusive. There may be other types of documentation that are acceptable. Please make sure the dates on the documentation coincide with the dates you received Pell Grant funds and did not earn academic credit. The submission of an explanation with supporting documentations **does not guarantee** financial aid eligibility will be reinstated.

<i>Reason for Appeal</i>	<i>Recommended Documentation</i>
Death of Immediate Relative	Obituary notice or death certificate
Illness of Self or Immediate Relative	Signed doctor’s not (must be on doctor’s letterhead) Hospital records or bills with dates of stay
Divorce/Separation	Divorce papers, signed letter from attorney (on letterhead) Signed statement from pastor or counselor (on letterhead) Copy of lease or mortgage showing only yourself as the renter/owner School records for kids showing different household for their father/mother
Job Schedule Conflict	Signed statement of schedule change or overtime hours worked from employer (on letterhead) Timesheets – must have company name printed on them
Childcare Problems	Signed letter from current daycare center (on letterhead) verifying enrollment of the child. If it is a personal friend or relative, the letter must be accompanied by one other signed letter from a friend or family member aware of the situation.
Other	Requires supporting documentation

10/18/2016