



**CLARENDON COLLEGE – FINANCIAL AID OFFICE**  
**2020-2021 Unusual Enrollment History Appeal Form**

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

The U. S. Department of Education flagged your 2020-2021 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 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020 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 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.

| <b><i>Reason for Appeal</i></b>       | <b><i>Recommended Documentation</i></b>  |
|---------------------------------------|--|
| 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)<br>Hospital records or bills with dates of stay   |
| Divorce/Separation                    | Divorce papers, signed letter from attorney (on letterhead)<br>Signed statement from pastor or counselor (on letterhead)<br>Copy of lease or mortgage showing only yourself as the renter/owner<br>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)<br>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  |

11/2/18