



## 2016-2017 Unusual Enrollment Appeal Form

**\*\* Please complete in black or blue ink only! \*\***

Student's Name \_\_\_\_\_ H \_\_\_\_\_  
HGTC ID

Your 2016-17 Free Application for Federal Student Aid (FAFSA) has been flagged for "Unusual Enrollment History Review" by the U.S. Department of Education. The reason it has been flagged is because you have received Federal Pell Grant funds at multiple Colleges or Universities during the past three years. Upon review of the academic transcripts submitted, it was determined that you did not earn academic credit at one, or more, of the previously attended institutions AND/OR you have not submitted transcripts from ALL institutions you have attended. **This has resulted in a denial of any additional Federal Title IV funds.**

To appeal this decision, complete the following steps:

### **STEP 1**

Submit **ALL** academic transcripts to the **Admissions office** and have the transcripts evaluated prior to proceeding with the next step. Please allow 6 – 8 weeks for the transcript evaluation process.

### **STEP 2**

Submit, along with this form, a written statement which provides an explanation for your failure to earn academic credit. Please refer to a situation that occurred during those academic terms in which you failed to earn credit. Within your statement, please include the name of the school and academic period in question. Please include any third party documentation which would support your statement. This letter should be typed, or printed legibly on a separate sheet of paper and signed.

### **Reason for appeal:**

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.

Poor judgment or immaturity (may only be used as an excuse for 1 institution).

Other—Requires supporting documentation.

### **Items to submit:**

- Completed Unusual Enrollment History Appeal Form
- Letter explaining circumstance for Appeal
- Documentation of extenuating circumstance (appeals with no documentation will be denied).

### **Student Certification:**

*I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge. I understand it is a federal crime to purposefully give false or misleading information, and may be subject to a fine, imprisonment, or both.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR FINANCIAL AID OFFICE USE ONLY: ☐ APPROVED ☐ DENIED**

COMMENTS: \_\_\_\_\_

FA Signature: \_\_\_\_\_ Date: \_\_\_\_\_