

Student Information *(Please Print)*

Student's Last Name	Student's First Name	Student's M.I.	Student's CCCC Student ID#
Student's Street Address (include apt. no.)			Student's CCCC Email Address
City	State	Zip Code	Student's Telephone # <i>(include area code)</i>

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal financial aid funds. Students who have attended multiple schools and earned Federal financial 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 ALL prior college transcripts will be considered **INCOMPLETE and will not be processed**. If your appeal is **DENIED**, you will be ineligible for federal or state financial aid.

Enrollment History

Based on Central Piedmont Community College's records, academic records from other institution(s), and the National Student Loan Database (NSLDS) enrollment and financial aid records, it has been determined that credit may not have been earned at **each** institution attended within the past four award years while receiving a Pell Grant and/or Direct Loan.

Was CCCC the institution you attended in your most recent semester? Yes No

If yes, did you complete any courses with passing grades? NA Yes No

If you answered yes to **both** questions above, attach your program evaluation from MyCollege **and** a printout of your NSLDS Financial Aid Review from <https://nsls.ed.gov>.

Below, please list *all* the institutions attended within *the last four award years*. In order to obtain your Federal Direct Loan, Pell Grant, and enrollment history, visit <https://nsls.ed.gov> and sign in using your Federal Student Aid (FSA) ID. **Print and attach a copy to this form.**

Institution Attended	Academic Year	Credit Earned?	Transcript Attached?
<i>Example:</i> USA University	2015-2016	Yes (or) No	Yes (or) No

Required Appeal Documentation

STEP 1: Submit All Transcripts and NSLDS History Financial Aid Review

- For *each* school attended within the last four award years, attach an academic transcript or grade report. If you do not attach an academic transcript or grade report for a previous institution, it is assumed credit was not earned. Official and unofficial transcripts are both acceptable. Attach copies of all transcripts to this appeal. **Full review cannot be completed without your transcripts.**
- Attach a printout of your NSLDS History Financial Aid Review (<https://nsls.ed.gov/>).

STEP 2: Letter Explaining Circumstances for Appeal

Submit a written statement indicating the reason credit was not earned at *each* of the institutions listed and attach appropriate third-party documentation that supports your statement.

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. Please submit along with this form a typed 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.

- For “mitigating” circumstances (e.g., illness, injury, bereavement, military, change in location, etc.) appropriate documentation may include a statement of support from a physician, counselor or clergy; court documents, obituaries, military orders, etc.
- For “non-mitigating” circumstances (e.g., change of major, unexpected academic challenges etc.) appropriate documentation may include a statement of support from an academic advisor, faculty member or tutor, etc.

STEP 3: Supporting Documentation

You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reasons below. Appeals submitted without documentation will be considered incomplete and will be denied.

- **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
- **Other** – Requires supporting documentation



If your appeal is denied, you will need to complete one academic term consisting of six credit hours of courses in your program of study without financial assistance. All of the coursework must be completed successfully with a semester GPA of at least 2.0. Please note that students may not drop or withdraw from any course after the terms begins. Once the term has been completed, the student should submit a letter for possible reinstatement with their final grade report.

Certification and Signature

Please provide your signature. By providing your signature, you are certifying that all of the information that you are providing on this form and supporting documentation is true, accurate and complete.

Student Signature:	Date: