

Unusual Enrollment History Appeal (2025–26)

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, imprisonment for up to five years, or both.

Student Information (Please Print)

Last Name: First name: Middle Initial:
Student ID Number: Student Email Address:
Street Address (Including Apartment Number):
City: State: Zip Code:
Phone Number (Included Area Code):

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 the **required** documentation listed in the “Required Appeal Documentation” section of this document. 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 Central Piedmont the institution you attended in your most recent semester? Yes ☐ No ☐

If yes, did you complete any courses with passing grades?

N/A ☐ Yes ☐ No ☐

If you answered yes to both questions above, attach a printout of your [Financial Aid Review](#) by logging into your Student Aid account at studentaid.gov. You may submit this appeal without additional college transcripts.

However, Central Piedmont reserves the right to request additional documentation, if warranted, upon review of your appeal.

If you answered no to any of the questions above, complete the remaining sections as listed on pages 2-3 of this form.

Institutions Attended

Please list all the institutions attended within the last four award years (2021-22, 2022-23, 2023-24 and 2024-25).

Institution Attended	Academic Year	Credit Earned?	Transcript Attached?
<i>Example: USA University</i>	<i>2020-2021</i>	<i>Yes (or) No</i>	<i>Yes (or) No</i>

Required Appeal Documentation

Step 1: Submit All Transcripts and 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 Financial Aid Review by logging into your Student Aid account.

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 following reasons. 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** (contributors, 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

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 you may not drop or withdraw from any course after the term begins. Once the term has been completed, submit a letter for possible reinstatement with your final grade report.

Certification and Signature

Please provide your signature. By providing your signature, you are certifying that all of the information on this form is complete and correct. You are also authorizing Central Piedmont Community College to make corrections to your original and/or subsequent applications based on the documents you are now submitting.

Student Signature: _____ Date: _____

Contributor Signature: _____ Date: _____

(Dependent Students Only)