

Unusual Enrollment History Appeal

Warning: As per federal regulations, 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.

Academic/Award Year 20 ____ - 20 ____

Student Information (Please Print)

Last Name:

First Name:

Middle Initial:

Student ID Number:

Phone Number:

Street Address (Include Apartment Number):

City:

State:

Zip Code:

The U.S. Department of Education's records indicate that you have an unusual enrollment history while receiving federal student 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 a completed Unusual Enrollment History Appeal with all the **required** documentation listed in the "Required Appeal Documentation" section of this form. 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 funds.

Enrollment History

Central Piedmont Community College obtained enrollment history records from the National Student Loan Database (NSLDS), which was used to assess your enrollment pattern. We recognize that credit may not have been earned at **each** institution attended within the past four award years while receiving federal student aid.

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, proceed to sign the form and return to the office of Financial Aid at Central Piedmont.

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 (4) award years.

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 (4) 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. If you did not earn academic credit(s) see Step 2. A full review cannot be completed without the appropriate documentation.

Step 2: Letter Explaining Circumstances for Appeal

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. Submit a written statement indicating the reason academic credit(s) was not earned at any of the institutions listed and attach appropriate documentation that supports your statement. Example:

- 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, advising record, 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**: require documents to show loss of job or other changes in employment.
- **Divorce or separation in the student's immediate family** : require 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 federal aid assistance. All coursework must be completed successfully and 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, you must 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 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: