



Feather River College – Financial Aid Office

2016-2017 UNUSUAL ENROLLMENT HISTORY APPEAL FORM

Student Name: _____

FRC ID: _____

Email Address: _____ @ frc.edu (FRC email is required for response)

INSTRUCTIONS: 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. Feather River College is required to review your enrollment history for the previous four academic years (2012-13, 2013-14, 2014-15, 2015-16) to determine your eligibility for Federal financial aid. 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 be not be processed.**

STEP 1: Print your Federal Financial Aid History

You MUST log into the National Student Loan Data System (NSLDS) at www.nslds.ed.gov to obtain your Federal financial aid history. You will need your Federal Student Aid PIN to log in. You MUST PRINT the "Financial Aid Review" grant page and attach it to this form. Students are required to complete this process to familiarize themselves with the NSLDS website and grant or loan history with the U.S. Department of Education. Failure to submit your federal financial aid summary page will result in a denial of your appeal.

STEP 2: Prior College Transcripts Required to be Evaluated

ALL prior college transcripts are REQUIRED to be submitted to Feather River College Admissions & Records office for evaluation. You MUST submit OFFICIAL transcripts from ALL prior colleges attended for the purpose of evaluating your enrollment history. Your academic progress will be reviewed to determine if you completed academic credits while receiving Federal aid at other colleges. Failure to submit ALL prior college transcripts will result in a denial of your appeal. *Transcripts from non-accredited/non-transferable institutions will not be evaluated by the Admissions & Records office but are REQUIRED to be submitted as a part of your enrollment history review.*

STEP 3: 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. 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.

STEP 4: Supporting Documentation

You must provide documentation to support the circumstances in your appeal. Appeals submitted without documentation will be considered incomplete and will be denied.

Examples of supporting documentation include:

- **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

**PLEASE NOTE: THIS WORKSHEET MUST BE SIGNED AND DATED TO BE VALID.
ELECTRONIC AND/OR DIGITAL SIGNATURES ARE NOT VALID**

I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge.

Students Signature

Date