

# Edison State Community College

## 2022-2023 Unusual Enrollment History Appeal

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(Last, First, Middle)

In an effort to prevent fraud and abuse in the Federal Pell Grant and Direct Student Loan programs, the Department of Education is identifying students with unusual enrollment histories. The Department of Education has determined that you have an Unusual Enrollment History regarding the receipt of Federal Pell Grant and/or Direct Student Loan funds during the previous four award years (2018-2019, 2019-2020, 2020-2021, and 2021-2022). Some students have legitimate reasons for their enrollment at multiple institutions. Therefore, Edison State Community College must review your academic records to determine if you received academic credit at *each* of the institutions attended in the four previous award years. Please complete the steps below.

**1. Provide copies of your official or unofficial academic transcripts or a grade report from all institutions attended during the past four academic years (except from Edison State).** You may view your Federal Pell Grant and/or Direct Student Loan award history and the schools where you received the grant and/or loan at [www.studentaid.gov](http://www.studentaid.gov) so you may contact the appropriate college to obtain a copy of your academic transcript. If you have already submitted copies of your transcripts to Edison State, you must notify the Office of Student Financial Aid at Edison State.

If *each* of your transcripts show that you have earned academic credit while receiving the Federal Pell Grant and/or Direct Student Loans from *all* the institutions attended, then skip to #3 to simply sign and date this form to submit to the Office of Student Financial Aid. At that time, there will be no other actions required on your part. If we need additional information after review of your transcripts, we will contact you through your Edison State email account or through postal mail if you do not have an Edison State email address.

**2. If you did NOT earn academic credit at all institutions attended in the last four years, you will need to provide the following:**

- **A personal typed, signed & dated, statement.** Explain in detail the reasons that caused you to not be successful at *EACH* institution you attended and why you did not receive any academic credits.
- **Provide documentation to support your statement.** Attach third party documentation on company letterhead to clarify/support your petition such as: statements from academic advisors, faculty, employers, physician, attorney, clergy, an obituary, police reports, insurance reports, court-filed documents, etc. If the documentation is not provided on official letterhead, it must be notarized. All documentation must be date specific and address the circumstances that occurred during the timeline of *EACH* school attended where academic credit was not earned. Failure to substantiate your circumstances or lack of documentation will result in your appeal being denied.

**3. My signature attests to the accuracy of all information and documentation submitted pertaining to this appeal. I understand that if my appeal is approved, I must maintain Edison State's Satisfactory Academic Progress (SAP) Policy requirements each semester to retain my federal aid eligibility. I also understand that if I do not meet the SAP Policy requirements, it is highly unlikely that a second appeal will be immediately considered.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If additional information is needed for the appeal, an email will be sent to your Edison State email account (postal mail if you have not yet been issued an Edison State email account). Please check your email/postal mail frequently for important, time-sensitive messages from the college.**

For Office Use ONLY

Appeal Accepted

Appeal Denied

Additional Terms of Accepted Unusual Enrollment History Appeal or Reason for Denial:

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FAA: \_\_\_\_\_

Date: \_\_\_\_\_