

## 2017-2018 Unusual Enrollment History Appeal Form

**Student: Please print neatly and in ink.**

The U.S. Department of Education flags federal student aid (FAFSA) applications for 'unusual enrollment history' (UEH) to identify instances of potential fraud and abuse of the Federal Pell Grant and Federal Direct Loan Programs. The flag identifies students who were awarded the Federal Pell Grant at multiple post-secondary institutions, and remained enrolled only long enough to receive a Title IV credit balance/refund. These students are not eligible for federal student aid until EMCC has conducted a review to analyze their completed enrollment, earned academic credit, and federal student aid paid.

To appeal for reinstatement of Federal financial aid, you must submit an Unusual Enrollment History Appeal Form with all required documentation, including your Education Plan (EP), to the Financial Aid Office at EMCC. Appeals submitted with missing documentation will be considered incomplete and will not be reviewed.

EMCC Student ID	Date of Birth	Last Name	First Name	MI
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### EDUCATIONAL GOAL

Federal regulations require that a student receiving financial aid must be enrolled in, and actively participating in, a course of study leading to an associate degree, an eligible vocational certificate, or a transfer program to a four-year college or university. Please indicate your current program of study at Eastern Maine Community College.

What is your current **Academic Major / Educational Goal?** \_\_\_\_\_

**STEP 1: Prior College Transcripts Required to be Evaluated**

All prior college transcripts must be submitted to EMCC's Admissions Office for evaluation of 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 Office but are REQUIRED to be submitted as a part of your enrollment history review

**STEP 2: Obtain an Approved Education Plan (EP)**

Creation of your current **Education Plan (EP)** is required. You must schedule an appointment with an advisor in EMCC's Student Success Center. The advisor will assist you in mapping your educational goal at EMCC and with selecting the appropriate courses for your academic program. All prior college transcripts are required to be submitted and evaluated before making an appointment with an advisor in the Student Success Center. Failure to submit an approved **Education Plan (EP)** will result in denial of your appeal.

**STEP 3: Print your Federal Financial Aid History**

Log into the National Student Loan Data System (NSLDS) using your Federal Student Aid ID (FSA ID) at [www.nsls.ed.gov](http://www.nsls.ed.gov) to obtain your Federal financial aid history. PRINT your "Financial Aid Review" grant page and attach it to this appeal 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 4: Supporting Documentation (if applicable)**

If you failed to earn academic credit, while receiving a Federal Pell Grant or Federal Direct Loan at another school, the U.S. Department of Education requires you to explain the circumstances which resulted in your failure to complete academic credits. You must provide documentation to support the circumstance(s) as a part of your appeal form. Circumstances are limited to severe illness or injury to the student, family emergencies, military obligations, or the death of an immediate family member. Examples of acceptable documentation include a doctor's note, a police report, military paperwork, or a death certificate. Proper documentation is required as part of your appeal form and must be included. Appeals submitted without documentation will be considered incomplete and will be denied.

**CONDITIONS OF APPEAL**

*Please review the following conditions of appeal and sign below. Your signature indicates your understanding of the conditions of your appeal and that all information you reported on this form and any attachments are true, complete, and accurate.*

- ✓ I understand that all prior college transcripts are required to be submitted and evaluated before submitting this appeal
- ✓ I understand that an appeal submitted without a valid Student Education Plan will be considered incomplete and will not be processed.
- ✓ I understand that if my appeal is approved, my academic progress will be reviewed after the completion of each term.
- ✓ I understand that while receiving Federal financial aid, I must make Satisfactory Academic Progress toward my educational goal.
- ✓ I understand that false statements and/or misrepresentations will result in denial, reduction, withdrawal, and/or repayment of financial aid disbursed and that student disciplinary action may be taken.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

<b>Return To</b>			
EMCC -- Student Aid Office			
354 Hogan Road, Bangor, Maine 04401			
E-mail: <a href="mailto:fadocs@emcc.edu">fadocs@emcc.edu</a>			

**\*\* Typically, we start reviewing completed Unusual Enrollment History appeals in August, in the order received, as other processing commitments allow. We cannot guarantee that all forms will be reviewed prior to the start of the academic year. \*\***

<b>For Office Use Only</b>			
PF Add Comment <input type="checkbox"/> Yes <input type="checkbox"/> No	Transcript Received/Reviewed <input type="checkbox"/> Yes <input type="checkbox"/> No	SEP Received <input type="checkbox"/> Yes <input type="checkbox"/> No	NSLDS Reviewed <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed by -- initials: _____	E-mailed student <input type="checkbox"/> Yes <input type="checkbox"/> No	