# \\emcc.edu\files\Administrative Storage\Financial Aid\FORMS\OFFICE\EMCC LOGO\2017.EMCC.tagline.png

**2024-2025 Unusual Enrollment History Appeal Form**

**Student: 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 document the reasons for your unusual enrollment history which have affected your receipt of Federal financial aid, you must submit this completed 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** |

**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.

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. (You may have already submitted those transcripts as part of the Admissions process. There is no need to send a duplicate transcript to the Financial Aid office, if Admissions has already collected your prior college transcripts) 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 academic advisor in EMCC’s Student Success Center or Enrollment Center. The advisor will assist you in mapping your educational goal/plan 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 academic advisor. Failure to submit an approved **Education Plan (EP)** will result in denial of your appeal. **Attach your Education Plan to this appeal form.**

STEP 3: Print your Federal Financial Aid History

Log into the Federal Student Aid website using your Federal Student Aid ID (FSA ID) at www.studentaid.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 attached to this appeal form. 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 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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Before submitting appeal…make sure your Education Plan and NSLDS Financial Aid History forms are attached to this form.*** | | | | |
| *EMCC -- Student Aid Office*  *354 Hogan Road, Bangor, Maine 04401* | | | | |
| *E-mail:* [*fadocs@emcc.edu*](mailto:fadocs@emcc.edu) |  |  |  |  |

\*\* **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.\*\***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***For Office Use Only*** | | | | | | |
|  | PF Add Comment  Yes  No | | Transcript Received/Reviewed  Yes  No | SEP Received  Yes  No | | NSLDS Reviewed  Yes  No |
| Approved  Yes  No | | Reviewed by -- initials: \_\_\_\_\_\_\_\_ | | | E-mailed student  Yes  No | |