

**2013-2014**  
**Unusual Enrollment Appeal Form**

PTC ID: \_\_\_\_\_ Name: \_\_\_\_\_

Your 2013-14 Free Application for Federal Student Aid (FAFSA) has been flagged for "Unusual Enrollment History Review" by the U.S. Department of Education. This flag is because you received Federal Pell Grant funds at multiple education institutions during the past three years. Upon review of the academic transcripts submitted, it was determined that you did not earn academic credit at one, or more, of the previously attended institutions. This has resulted in a denial of any additional Federal Title IV funds. **You may appeal this decision.**

**SECTION A**

If you wish to appeal this decision, please submit, along with this form, a written 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. Within your statement, please include the name of the school and academic period in question. Please include any third party documentation which would support your statement. This letter should be typed, or printed legibly on a separate sheet of paper.

**SECTION B**

**Reason for appeal:**

- 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
- Poor judgment or immaturity** (may only be used as an excuse for 1 institution)
- Other**—Requires supporting documentation

**Items to submit:**

- Completed Unusual Enrollment History Appeal Form
- Letter explaining circumstance for Appeal
- Documentation of extenuating circumstance (appeals with no documentation will be denied).

**Student Certification:**

*I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge. I understand it is a federal crime to purposefully give false or misleading information, and may be subject to a fine, imprisonment, or both.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_