



2023-2024 Unusual Enrollment Review Form

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) has been flagged for "Unusual Enrollment History Review" by the U.S. Department of Education, because you received Federal Pell Grant and/or Federal direct Loan funds at multiple education institutions during the review period 2019/20, 2020/21, 2021/22 and 2022/23. As a result of your unusual enrollment pattern, you will be required to provide additional information and submit additional documentation for further review. This information will be used to determine if the reasons for your unusual enrollment are valid, and if you are able to regain your financial aid eligibility.

Last Name First Name Student ID #

Date of Birth Program of Study Anticipated Grad Date

What, You the Student, Must Do:

- 1. List each school that you attended and received a Pell Grant and/or Federal Direct Loan from during the review period of 2019/20, 2020/21, 2021/22 and 2022/23. (If all the schools attended are part of the Virginia Community College System, you must list each one below, but you do not need to submit a transcript.) You may access this information by going to the National Student Loan Data System (www.nslds.ed.gov), signing in with your username & password, and reviewing your federal financial aid history.

Table with 4 columns: Name of Institution, Review Period Attended, Received a Pell Grant and/or Federal Direct Loan Disbursement, Transcript Included for Review. Includes a sample row for 'Sample University'.

- 2. Provide transcripts from each institution of higher learning (college or university) you have attended.
3. Attach a typed statement that describes, in detail, the reasons and extenuating circumstances that may have contributed to your failure to earn academic credit while attending the institutions for which you are providing transcripts. Be specific and concise in your explanation. Incomplete information may cause a delay in the review of your appeal or denial of your request. You must also include a plan to complete your current program.
4. Attach documentation in support of the reasons identified for your failure to earn academic credit at the institutions where academic credit was not earned. (Note: If you are providing medical documentation, or documentation from a business, it must be on the provider's letterhead.)

Review all items below and initial each item to confirm that you understand the information provided.

____ I understand that review forms submitted without supporting documents will be denied.

____ I understand that decisions on Unusual Enrollment Reviews are processed on a case-by-case basis.

____ I understand that I must maintain enrollment and satisfactory academic progress to maintain eligibility in the future.

____ I understand that decision of the DCC Financial Aid Office for Unusual Enrollment Reviews are final.

____ WARNING: I understand that if I purposely give false or misleading information on this form, I may be fined, sentenced to prison, and/or removed from school and this appeal will definitely be denied.

DOCUMENT SUBMISSION CHECKLIST: *You must include your Student ID on each document you are submitting.*

- Academic transcripts from required institutions (not including transcripts from Virginia Community Colleges attended during the review period)
- Typed Statement in support of reasons for credit not earned
- Additional, third party, documentation in support of reasons for credit not earned

I, _____ understand that I have been flagged for Unusual Enrollment Review by the Department of Education. I certify that my statement, and all documentation provided in support of my statement is true and accurate.

Student ID

Student Signature

Date

Submit completed form and all required documentation to the DCC Financial Aid Office.