



The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal financial aid funds. Students who have attended multiple schools and earned Federal financial aid in a short period of time may be considered to have an unusual enrollment history. You must submit your completed Unusual Enrollment History Appeal with all REQUIRED documentation listed below. Appeals submitted with missing documentation or without ALL prior college transcripts will be considered INCOMPLETE and will not be processed.

**STEP 1:** Print your Federal Financial Aid History

You MUST log into the National Student Loan Data System (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov) to obtain your Federal financial aid history. You will need your Federal Student Aid PIN to log in. You MUST PRINT the “Financial Aid Review” grant page and attach it to this form.

**STEP 2:** Prior College Transcripts Required to be Evaluated

Ensure that all official academic transcripts for all colleges/universities attended are sent to the Admission’s Office.

**STEP 3:** Letter Explaining Circumstance for Appeal

If you failed to earn academic credit while receiving Federal aid, the U.S. Department of Education REQUIRES you to explain the circumstances which resulted in your failure to complete academic credits. Please submit along with this form a typed 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.

**STEP 4:** Supporting Documentation:

You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reasons below. Appeals submitted without documentation will be considered incomplete and will be denied.

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

Other - Requires supporting documentation

Please review the directions carefully and complete all of the steps. When writing your letter, concentrate only on the 2013-2014, 2014-2015, 2015-2016 and 2016-2017 academic years. Gather all of the information requested and either mail the documents to our office at the address below; scan and email the information to [finaid@salisbury.edu](mailto:finaid@salisbury.edu); or fax to 410-543-6138.

I hereby certify that all information provided on this form is true, complete and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

SU ID \_\_\_\_\_