



Financial Aid & Scholarships

# 2024-2025 UNUSUAL ENROLLMENT HISTORY APPEAL

Submit this form in person or mail, electronically, or by fax:  
Financial Aid Office, Everett Community College, 2000 Tower Street, Everett, WA, 98201  
via Document Submission Form • Fax (425) 388-9185

## STUDENT INFORMATION

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First name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_ ctclink ID Number \_\_\_\_\_

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The U.S. Department of Education has indicated that you have had an unusual enrollment history. An unusual enrollment history is defined by having attended and received Federal Pell Grant funds or Federal Direct Loan funds from multiple institutions. Your eligibility for financial aid cannot be determined until you submit this form and all required documentation.

This is an appeal process and there are no guarantees of an approval. Appeals submitted without all required documents will be considered incomplete and will not be processed. This appeal process is separate from the Satisfactory Academic Progress appeal and will not satisfy both requirements.

*The Unusual Enrollment History Appeal for the 2024-2025 academic year must include all institutions you attended during the 2020-2021, 2021-2022, 2022-2023 and 2023-2024 aid years.*

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## INSTRUCTIONS

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**Please complete the following steps.** Your application for financial aid will not be considered until you have submitted this completed form and all required documentation.

### Step 1: Print your Federal Financial Aid History

You must log into the National Student Loan Data System (NSLDS) at <http://nslds.ed.gov> to obtain your Federal financial aid history (listing both grants and loans). You must print the "Financial Aid Review" page and attach it to this form.

### Step 2: Prior College Transcripts Required

Ensure that all unofficial academic transcripts for all colleges/universities attended since the 2017-18 academic year and are attached to this appeal or forwarded to the Financial Aid Office.

**Step 3:** Complete the Table Documenting College Attendance Below:

Name of School	Dates of Attendance	Academic Credit Earned? (YES/NO)	Unofficial Transcripts	
			<input type="checkbox"/> Attached	<input type="checkbox"/> Previously submitted to Admissions
			<input type="checkbox"/> Attached	<input type="checkbox"/> Previously submitted to Admissions
			<input type="checkbox"/> Attached	<input type="checkbox"/> Previously submitted to Admissions
			<input type="checkbox"/> Attached	<input type="checkbox"/> Previously submitted to Admissions
			<input type="checkbox"/> Attached	<input type="checkbox"/> Previously submitted to Admissions
			<input type="checkbox"/> Attached	<input type="checkbox"/> Previously submitted to Admissions

**Step 4: Statement Explaining Circumstance for Credit Not Earned**

The U.S. Department of Education requires students flagged for their unusual enrollment histories to explain the circumstances contributing to any failures to earn academic credits while receiving federal student aid. If you failed to earn academic credit at any of the institutions you attended within the review period, you must provide a typed statement explaining the situation resulting in credits not earned. **You must specifically explain each institution and semester/quarter in which credit was not earned.**

**Step 5: Supporting Documentation**

You must provide documentation to support the circumstance(s) in your appeal. Circumstances are generally limited to the reasons below. Appeals submitted without documentation will be considered incomplete and will not be processed.

- Personal injury or illness** – (must have occurred during quarter(s)/semester(s) of academic difficulty) Requires doctor’s statement and release to return to school, hospital records, and/or accident/police report.
- Victim of crime or unexpected disaster** – Requires police report and/or other documentation appropriate to your situation.
- Death or serious illness of an immediate family member (parents/guardians, grandparents, children, spouse, siblings)** – Requires doctor’s statement, hospital records, or a death certificate/obituary notice.
- Employment changes or military obligations** – Requires documents to show loss of job or other changes in employment. For military personnel, please provide appropriate documentation from your commanding officer.
- Divorce or separation in the student’s immediate family** – Requires divorce/separation documents or letter from attorney.
- Failure to have a set academic goal/major or misunderstanding of school’s Satisfactory Academic Progress (SAP) policy** – may only be used as an explanation one time during the years within the review period.
- Other** – Requires supporting documentation.
- Not Applicable** – Mark this box only if you successfully earned credits at all schools attended and have provided transcripts from all schools demonstrating this to be true.

**Please be sure that you have included all required documents before submitting this appeal:**

1. Your printed Federal Financial Aid History from NSLDS
2. Unofficial transcripts for all applicable colleges/universities
3. Completion of the college attendance table on page 2 of this form
4. A typed statement explaining any circumstances for credits not earned
5. Documentation supporting your statement and circumstance(s) in your appeal

**CERTIFICATION:** Electronic signatures will not be accepted.

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*I certify that I am the student and I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete. I also certify, that I understand that I will not receive financial aid until this appeal is reviewed and approved, and that Everett Community College may verify my National Student Loan Data Systems (NSLDS) record and contact previous schools attended to verify progress at those institutions.*

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

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

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Approved     Denied    Processed by: \_\_\_\_\_    Date: \_\_\_\_\_

Comments: