



## 2016-2017 Federal Student Aid Unusual Enrollment History Appeal Form

Student Name: \_\_\_\_\_ Westmoreland Student ID# \_\_\_\_\_

### Instructions:

According to the National Student Loan Data System (NSLDS), an evaluation of your academic record is required due to your unusual enrollment history. Based on your unusual enrollment history, it has been determined that you are not eligible for Federal Student Aid (this includes, but is not limited to Pell Grant, SEOG Grant, Federal Work-Study, Direct Student Loans, PLUS loans, etc.). You have the option to appeal this decision by completing and returning this form and supporting documentation to the Financial Aid Office for review and evaluation.

Failure to provide documentation to sufficiently support this appeal may result in a denied decision.

### Your appeal must include the following:

1. A detailed explanation as to why you failed to earn academic credit during the 2012-2013, 2013-2014, 2014-2015 and 2015-2016 academic years in which you attended. Your explanation should include why you did not complete (with passing grades) all of your attempted coursework (including dates) and the specific circumstances that prevented you from successfully completing your courses.
2. A detailed explanation of how the circumstances that contributed to you not earning academic credit have since been resolved. Include the steps you have taken to ensure your successful academic progress in the future.
3. Attach documentation to support your appeal (e.g. medical claims/statements, police reports, copy of death certification/obituary, signed statement from an involved third party such as a counselor, priest, rabbi, minister, documentation illustrating other commitments outside of school such as pay stubs, letter from employer, etc.).

I am attaching a completed appeal form and supporting documentation as outlined above for review and evaluation by the Financial Aid Office.

### Certification and Signature

- Reinstatement is not guaranteed by submitting this completed Appeal. A Financial Aid Coordinator will review my Appeal and a decision made at that time. I will be notified through my student portal.
- I understand that this Appeal may take up to 15 days to process (longer during peak periods).
- I understand that if this Appeal is denied, I may re-submit the Unusual Enrollment History Appeal Form **after** I have taken and completed a minimum of six (6) credits at my own expense (without receiving any type of federal student aid), and completed all courses with a passing grade.
- I understand that is this Appeal is **approved**; I may have enrollment or other required stipulations outlined in an Academic Plan, which must be adhered to in order to, remain eligible for federal student aid.

I certify that the submitted information is true and correct to the best of my knowledge. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years. I authorize the use of this information and any supporting documentation for Westmoreland County Community College.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_