



Phone Number:  
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## Unusual Enrollment History Appeal 2020-2021

Name: \_\_\_\_\_

TSTC ID: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal Title IV financial aid funds.

***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. **Please fill out form legibly in ink.**

*This Unusual Enrollment History Appeal for the **2020-2021 aid year** must include all institutions you attended during the 2016-2017, 2017-2018, 2018-2019 and 2019-2020 aid years.*

### **STEP 1: Prior College Transcripts Required**

Ensure that all official academics transcripts for all colleges/universities attended have been forwarded to the TSTC Enrollment Center. **For any transcript not yet received by TSTC, you must submit an official copy to the Enrollment Center.**

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

| Name of School and Dates of Attendance  | Academic Credit Earned?                                     | Transcripts   |
|---|---|---|
| Name of School:<br>Dates of Attendance: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Attached<br><input type="checkbox"/> <b>Previously Provided to Enrollment Center</b> |
| Name of School:<br>Dates of Attendance: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Attached<br><input type="checkbox"/> <b>Previously Provided to Enrollment Center</b> |
| Name of School:<br>Dates of Attendance: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Attached<br><input type="checkbox"/> <b>Previously Provided to Enrollment Center</b> |
| Name of School:<br>Dates of Attendance: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Attached<br><input type="checkbox"/> <b>Previously Provided to Enrollment Center</b> |
| Name of School:<br>Dates of Attendance: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Attached<br><input type="checkbox"/> <b>Previously Provided to Enrollment Center</b> |

**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 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 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.

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- 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) standards** – may only be used as a reason for one (1) time during the years in question.
- 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:**

- Any college transcripts not yet received by TSTC
- Completion of the college attendance table on page 2 of this appeal form
- A typed statement explaining any circumstances for credits not earned
- Documentation supporting your statement and circumstance(s) in your appeal