



A. Student Information

Student's Name: _____ FRC ID: _____

Instructions:

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. Feather River College is required to review your enrollment history for the previous **four academic years** to determine your eligibility for federal financial aid. You must submit your completed Unusual Enrollment History Appeal with all required documentation (as listed below). Appeals submitted with missing documentation or without all prior college transcripts will be considered *incomplete* and will be denied.

B. Step 1: Print your federal financial aid history

You must log into the National Student Loan Data System (NSLDS) at www.nsls.ed.gov to obtain your federal financial aid history. You will need your FSA ID and password to log in. You **must print** the Financial Aid Review page which contains your grant and loan information. Attach the printout to this form. Failure to submit your federal financial aid summary page will result in a denial of your appeal.

C. Step 2: Prior official college transcripts required to be evaluated

You must submit *official college transcripts* from all prior colleges attended to Feather River College's Admissions & Records Office for the purpose of evaluating your enrollment history. Your academic progress will be reviewed to determine if you completed academic credits while receiving federal aid at other colleges. Failure to submit all prior college transcripts will result in a denial of your appeal. *Transcripts from non-accredited/non-transferable institutions will not be evaluated by the Admissions & Records Office but are required to be submitted as a part of your enrollment history review.*

D. Step 3: Letter explaining circumstance(s) for appeal

If you *failed to earn academic credit* while receiving federal aid, the U.S. Department of Education requires you to explain the circumstance(s) which resulted in your failure to earn academic credit(s). Please attach a typed statement that provides an explanation for your failure to earn academic credit. Please refer to a situation that occurred during the academic term(s) in which you failed to earn credit.

E. Step 4: Supporting documentation

You must provide documentation to support the circumstance(s) you explained in your statement which *must* have occurred during the semester(s) of academic difficulty. Appeals submitted *without documentation* will be considered incomplete and will be denied.

Examples of circumstances supporting an appeal:

Circumstance	Examples of Supporting Documentation to Provide
Personal injury or illness (must have occurred during the semester(s) of academic difficulty)	Doctor's statement, hospital records, accident report, police report or other relative documentation.
Death or serious illness of an immediate family member (parents, grandparents, children, spouse, sibling)	Death certificate, obituary notice, doctor's statement or hospital records
Employment changes (increase/decrease in hours, change in position, etc.)	Documents to show loss of job or other change(s) in employment
Divorce or separation in the student's immediate family	Divorce decree, legal separation documents or letter from attorney
Other: _____ (please describe)	Documentation will vary depending on the reason provided. Provide documentation applicable to the reason listed.

F. Certification and Signature – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: _____ Date _____

For Office Use Only

<input type="checkbox"/> Transcripts Received	<input type="checkbox"/> Transcripts Reviewed	<input type="checkbox"/> NSLDS History Reviewed
<input type="checkbox"/> Approved <input type="checkbox"/> RNARSxx (make sure 'C' flag is only for UEH; if so clear flag)		
<input type="checkbox"/> Denied (notify student)		
Processed/Reviewed By: _____	Date: _____	

This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.