

2016/2017 Unusual Enrollment Review Form

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) has been flagged for “Unusual Enrollment History Review” by the U.S. Department of Education because you received Federal Pell Grant and/or Federal Direct Loan funds at multiple education institutions during the review period 2012/13, 2013/14, 2014/15, and 2015/16. As a result of your unusual enrollment pattern, you will be required to provide additional information and submit additional documentation for further review. This information will be used to determine if the reasons for your unusual enrollment are valid, and if you are able to regain your financial aid eligibility.

Last Name	First Name	Student ID #
Date of Birth	Anticipated Grad Date	

What, You the Student, Must Do:

- List each school that you attended and received a Pell Grant and/or Federal Direct Loan from during the review period of 2012/13, 2013/14, 2014/15, 2015/16. (If all the schools attended are part of the Virginia Community Colleges System, you must list each one below, but you do not need to submit a transcript.) You may access this information by going to the National Student Loan Data System (www.nslds.ed.gov), signing in with your FSA ID Username and FSA ID Password, and reviewing your federal financial aid history.

Name of Institution	Review Period Attended	Received a Pell Grant and/or Federal Direct Loan disbursement	Official Sealed Transcript Included for Review
SAMPLE UNIVERSITY	2012-2013	Yes	Yes

- Attach a written statement that describes, in detail, the reasons and extenuating circumstances that may have contributed to your failure to earn academic credit while attending the institutions for which you are providing transcripts.
- Attach documentation in support of the reasons identified for your failure to earn academic credit at the institutions where academic credit was not earned. *(Note: If you are providing medical documentation, or documentation from a business, it must be on the provider’s letterhead. All other written statements in support of your reasons must be notarized.)*
- Complete an Academic Progress Plan reviewed and signed by an advising specialist.

Review all the items below and initial each item to confirm that you understand the information provided

____ I understand that this documentation will not be reviewed until the current semesters grades have been evaluated.

____ I understand that review forms submitted without supporting documents will be denied.

____ I understand that if I owe any debt to VWCC, or am flagged for a debt to another Virginia Community College my Unusual Enrollment History Review form will not be reviewed.

____ I understand that decisions on Unusual Enrollment Reviews are processed on a case-by-case basis.

____ I understand that I must maintain enrollment and satisfactory academic progress to maintain eligibility in the future.

____ I understand that decision of the VWCC Financial Aid Office for Unusual Enrollment Reviews are final.

DOCUMENT SUBMISSION CHECKLIST: You must include your Student ID on each document you are submitting.

- Official, sealed academic transcripts from required institutions (*not including* transcripts from Virginia Community Colleges attended during the review period)
- Written Statement in support of reasons for credit not earned
- Additional, third party, documentation in support of reasons for credit not earned
- Academic Progress Plans – Reviewed and Signed by your Faculty Advisor

I, _____ understand that I have been flagged for Unusual Enrollment Review by the Department of Education. I certify that my statement, and all documentation provided in support of my statement is true and accurate.

Student ID

Student Signature

Date

Submit completed form and all required documentation to the VWCC Financial Aid Office.

Mail Address: 3094 Colonial Ave., Chapman Hall, Roanoke, VA 24015

In Person: 3094 Colonial Ave., Chapman Hall, Financial Aid Office, Room C-116