



2018 – 2019

UEH- Unusual Enrollment History Appeal

PURPOSE OF THIS FORM: This form is to notify you that your FAFSA has been flagged for “Unusual Enrollment History” by the Department of Education. Unusual enrollment history is defined as receiving federal financial aid at multiple educational institutions over a period of multiple academic years.

Print Student’s Name

Student’s ID Number

INSTRUCTIONS FOR THE STUDENT

Complete each of the sections below and attach supporting documentation including transcripts from each institution.

SECTION #1: ENROLLMENT HISTORY

- Complete the chart below** for each institution you have attended after high school. If you are unsure of the dates, provide an estimate. It is more important that you have every institution listed, even if the years are incorrect, than for you to not include an institution on this form. Attach a separate sheet of paper as needed.
- Attach official or unofficial transcripts** for each institution listed in the chart. If copies are already on file with the Admissions and Records Office at College of the Redwoods clearly indicate this is the case.

Academic Year	Name of Institution Attended	Academic Credits Earned? (Circle One)		Transcripts Attached? (Circle One)	
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No

SECTION #2: LETTER OF DECLARATION

- Attach a signed and dated statement** including the following:
 - o The reasons for each transfer to a new institution
 - o The reasons that you failed to earn academic credit at an institution(withdrew or failed all classes)
 - o The reasons for any changes in your academic program
 - o How your circumstances have changed so that you can successfully complete classes
- Attach any third party documentation** of extenuating circumstance(s) (i.e. death, illness, accident or injury, employment changes, divorce/separation, etc.) to support your statement

Student’s Signature

Date