



Student's First Name	M.I	Last Name	Student ID Number
Student's Campus Email Address			Student's Phone #

Effective with the 2013-2014 academic year, the U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal student aid programs by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires a review to determine whether there are valid reasons for the unusual enrollment history. Students may also be selected for this process because they received a Federal Pell Grant the last three years, but did not successfully complete the number of units for which the Federal Pell Grant was provided.

You have been identified as a student with an unusual enrollment history that must be resolved before we can determine your eligibility for financial aid. Please carefully read and follow the instructions listed below.

1. Listed below are the Colleges/Universities that you have attended and are required to produce official college transcripts for. You may review the National Student Loan Data System (NSLDS) Student Access website at [http://www.nsls.ed.gov/nsls\\_SA](http://www.nsls.ed.gov/nsls_SA) for prior schools attended.

<b>Official College Transcripts are required for each of the following:</b>

2. Request Official Academic Transcripts from each school listed above. Those transcripts should be sent to your home address. When you receive the transcripts DO NOT OPEN THE ENVELOPES. Only unopened transcripts are considered official.
3. Submit all of the UNOPENED transcripts TOGETHER to the Office of Financial Aid along with this completed form. Missing or unopened transcripts will delay this process and could result in financial aid not being processed.
4. No Federal Financial Aid will be processed until a review of the Unusual Enrollment History is complete and eligibility determined. Please be advised that you are responsible for payment of tuition and fees when payment is due pending the review of the Unusual Enrollment History. Please also be aware that you may not qualify for Federal Financial Aid eligibility; therefore, any out-of-pocket expense may not be refunded under Title IV Federal Financial Aid.

Once official transcripts from ALL prior schools and this form are received, they must be reviewed for coursework completion (withdrawals, failures, and incompletes are not successful completion) and financial aid timeframe limits. **Average processing time is 7-10 business days.** You will be notified by your student's campus email of the results of this review.

**One form must be submitted for each transcript provided where no academic credits were earned.** You must explain the reason for any withdrawals, failures, or incompletes (any courses not completed with a passing grade) from each college/university listed above in the section provided below. You must provide supporting documentation for the reasons provided. Please be aware that any unusual enrollment history appeal that does not have supporting documentation or is incomplete will be automatically denied.

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**Certification and Signature**

**WARNING: If you purposely give false or misleading information you will be fined, be sentenced to jail or both.**

I certify that all of the information reported is complete and correct:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Official Office Use Only:	
Pell Received at College:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Academic Credits Received at College:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transcripts received from all institutions listed above:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Academic credit earned at other institutions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
No Further Action Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student must provide 3 <sup>rd</sup> Party Documentation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewed by Director of Financial Aid:	_____ Date: _____

**Bay Minette/Fairhope/Gulf  
Shores District  
1900 Highway 31 S  
Bay Minette, AL 36507  
251-580-2151**

**Brewton/Atmore District  
PO Box 958  
Brewton, AL 36427  
251-809-1511**

**Monroeville/Thomasville/  
Gilbertown/Jackson District  
PO Box 2000  
Monroeville, AL 36461  
2800 South Alabama Ave  
Monroeville, AL 36460  
251-575-8256**