Unusual Enrollment History Appeal Form

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving federal student financial aid funds. Students who have attended multiple schools and received federal student financial aid in a short period of time may be considered to have an unusual enrollment history. You must submit this completed Unusual Enrollment History Appeal Form with all required documentation listed below. If, during this process, we determine that transcripts from all previously-attended institutions have not been submitted to Brenau, we will notify Brenau’s Office of Admissions immediately, as our admissions policy requires students to disclose all previously-attended institutions and provide transcripts from those institutions.

Name

Student ID or Last 4 Digits of SSN

STEP 1: Letter Explaining Circumstance for Appeal
If you failed to earn academic credit while receiving federal student aid, the U.S. Department of Education requires you to explain the circumstances which resulted in your failure to earn credit. Please submit this form accompanied by a typed statement which provides an explanation for your failure to earn academic credit at the institution(s) listed in your notification email. Please refer only to situations or events that occurred during those academic terms in which you failed to earn credit.

STEP 2: Supporting Documentation
You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reasons below. Appeals submitted without documentation will be considered incomplete and will be denied.

- **Personal injury or illness** *(must have occurred during terms of academic difficulty in which you failed to earn credit)*: Requires doctor’s statement, hospital records, or accident/police report
- **Death or serious illness of an immediate family member** *(parent, grandparent, child, spouse, sibling)*: Requires doctor’s statement, hospital records, or a death certificate/obituary notice
- **Employment changes**: Requires documentation of show loss of a job or other changes in employment
- **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 schools Satisfactory Academic Progress (SAP) standards** *(may only be used as an excuse only one time during the terms in question)*
- **Other**: Requires supporting documentation

I hereby certify that all information provided on, and accompanying, this form is true, complete and correct to the best of my knowledge.

______________________________         ________________
Signature          Date

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