

18-19 UNUSUAL ENROLLMENT APPEAL

Your 2018-2019 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 the Federal Pell Grant and/or the Direct Loan(s) at multiple educational institutions during the review period 2013-14, 2014-15, 2015-16, and 2016-17. We are unable to grant you aid until you submit additional documentation. You will need to submit this form in addition to supporting documentation outlined in the steps below.

STUDENT DATA

_____ LAST NAME	_____ FIRST NAME	_____ MILLERSVILLE ID NUMBER
_____ HOME PHONE #	_____ LOCAL PHONE #	_____ EXPECTED GRADUATION DATE FROM MU (MM/YY)

LETTER EXPLAINING CIRCUMSTANCES FOR APPEAL

Submit a signed statement providing an explanation for your failure to earn academic credit during the period(s) in question.

- If you failed to earn academic credit while receiving federal aid at any of the institutions you have attended during the past four years, the U.S. Department of Education **requires** that you explain the circumstances that resulted in your inability to successfully complete your courses.

SUPPORTING DOCUMENTATION

You are required to submit 3rd-party documentation to support the circumstance(s) in your appeal. Outlined below are acceptable reasons for not earning academic credit and what types of supporting documentation should be provided:

- Personal injury or illness** (must have occurred during semester(s) that you did not earn academic credit) – Requires doctor's statement, hospital records, or accident/police report
- Death or serious illness of an immediate family member** (parents, grandparents, children, spouse, sibling) – Requires doctor's statement, hospital records or a death certificate/obituary notice
- Employment changes** – Requires documents to show loss of job or other changes in employment
- Divorce or separation in the student's immediate family** – Requires court (separation/divorce) documents or letter from attorney
- Military Withdrawal** – Requires documentation from commanding officer
- Other circumstances not addressed in the categories outlined above** – Requires a written statement that explains your situation including other 3rd party supporting documentation.

Circumstances are limited to the reasons above.

Appeals provided to our office without documentation will be considered incomplete and your appeal will be denied.

STATEMENT OF UNDERSTANDING

Read the statements below carefully and initial next to each statement; then sign and date indicating you understand and agree to the terms below.

_____ I understand that submission of this form does not mean my federal student aid eligibility will automatically be re-instated. My appeal will be reviewed by a Millersville University Financial Aid Counselor /Committee who will send notification of their decision within 14 calendar days to my Millersville student email address. I further understand this decision is final and not appealable.

_____ I understand if the appeal is denied I may have the opportunity to regain my financial aid eligibility. I acknowledge I have read and understand what is required of me in order to regain eligibility as outlined on the Financial Aid webpage: <http://www.millersville.edu/finaid/eligibility/unusual-enrollment-history-ueh.php>.

REQUIRED SIGNATURES

By signing below, I verify that I all the information reported is complete and accurate.

STUDENT SIGNATURE

DATE: