



**Unusual Enrollment History  
Form 2022-2023**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal Title IV financial aid funds. You must submit a completed Unusual Enrollment History Appeal form with all required documentation listed below. Appeals submitted with missing documentation or without all prior college transcripts will be considered incomplete and will not be processed. **The review period for the 2022-2023 aid year is 2018-2019, 2019-2020, 2020-2021 and 2021-2022.** In the process of reviewing your enrollment history, Hondros College of Nursing will check your appeal against the National Student Loan Data System (NSLDS) to confirm your complete history, including the names of institutions you have attended and your dates of attendance. This is an appeal process and there are no guarantees of an approval; you will be notified of the outcome of this appeal via your Hondros College of Nursing student email.

**Your eligibility for financial aid cannot be determined until you submit this form and all required documentation.**

**STEP 1: Previously received Title IV Financial Aid from Hondros College of Nursing (359 C code on FAFSA)**

If you check this box, you may skip steps 2 – 6. Be sure to sign and date at the bottom of page 2.

**STEP 2: Print your Federal Financial Aid Summary**

You must log into <https://studentaid.gov> to obtain your Federal financial aid summary (listing both grants and loans). Log in to your account using your username and password (FSA ID) and then select "View Details" from the My Aid section of your dashboard. **You must print the "Aid Summary" page and attach it to this form.**

**STEP 3: Prior College Transcripts Required**

Ensure that all official academics transcripts for all colleges/universities attended have been forwarded to Admissions. **For any transcript not yet forwarded to Admissions, you must submit a copy (official or unofficial) with this appeal. You must provide a statement detailing the circumstance if you are unable to obtain a copy of any transcript (official or unofficial).**

**STEP 4: Complete the Table Documenting College Attendance Below:**

Name of School and Dates of Attendance	Academic Credit Earned?	Transcripts (If you earned credits you MUST provide supporting transcripts)
Name of School: Dates of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Previously Provided to Admissions
Name of School: Dates of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Previously Provided to Admissions
Name of School: Dates of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Previously Provided to Admissions

Name of School: Dates of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Previously Provided to Admissions
Name of School: Dates of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Previously Provided to Admissions
Name of School: Dates of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Previously Provided to Admissions
Name of School: Dates of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Previously Provided to Admissions

**STEP 5: Statement Explaining Circumstance for Credit Not Earned**

If you failed to earn academic credit while receiving Federal aid (either grants or loans), the U.S. Department of Education requires you to explain the circumstances which resulted in your failure to complete academic credits. Please provide a statement which provides an explanation for your failure to earn each academic credit, specifying the school at which each event occurred. Please refer to a situation that occurred during those academic terms in which you failed to earn credit.

**STEP 6: Supporting Documentation:**

You must provide documentation to support the circumstance(s) in your appeal. Circumstances are generally 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 semester(s) of academic difficulty) – Requires doctor’s statement and release to return to school, hospital records, and/or accident/police report.
- Victim of crime or unexpected disaster** – Requires police report and/or other documentation appropriate to your situation.
- Death or serious illness of an immediate family member** (parents/guardians, grandparents, children, spouse, siblings) – Requires doctor’s statement, hospital records, or a death certificate/obituary notice.
- Employment changes or military obligations** – Requires documents to show loss of job or other changes in employment. For military personnel, please provide appropriate documentation from your commanding officer.
- 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 school’s Satisfactory Academic Progress (SAP) standards** – may only be used as an excuse for one (1) time during the years in question.
- Other** – Requires supporting documentation.
- Not Applicable** – Mark this box only if you successfully earned credits at all schools attended and have provided transcripts from all schools demonstrating this to be true.

By signing this form, I acknowledge that I have read and fully understand the Unusual Enrollment History Policy. I further understand that I will not receive financial aid until this appeal is reviewed and approved. I understand that the Office of Financial Aid reserves the right to contact previous schools attended to verify progress at that institution. I certify that the information and documents submitted in support of this appeal are true and correct.

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

<b>Office use only:</b> Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied    Processed by: _____ Date: _____  Comments: _____
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