



HOWARD COLLEGE

## HOWARD COLLEGE – OFFICE OF FINANCIAL AID UNUSUAL ENROLLMENT HISTORY FORM

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Campus:  Big Spring  Lamesa  San Angelo  SWCID

Semester for which you will be appealing: 20\_\_\_\_ (Check one only)  Spring  SSI  SSII  Fall

*Applications will not be reviewed until all the necessary documents are provided and the appeal form is complete.*

**A student who is flagged for Unusual Enrollment History (UEH) can appeal to the Financial Aid office. To resolve the unusual enrollment history, students with UEH flag 3 and some students with UEH flag 2 who did not receive academic credits, will be required to submit the Unusual Enrollment History Form along with their Official Academic Transcripts from all colleges and universities attended during the review period. The Financial Aid Office will review this form and all supporting documentation to determine if the student is eligible for federal student aid at Howard College. The financial aid administrator determines whether the circumstances of the failure of the student to receive academic credit, as evidenced by the student’s academic records and other documentation, support the continuation of title IV eligibility. The institutional determinations are final and not appealable to the Department of Education.**

Documentation from the student must explain why the student failed to earn academic credit. The documentation must include the reasons given by the student for the student’s failure to earn academic credit. Explain any hardship, providing as much information as possible. Verification of any hardship(s), such as medical documents, death certificates/obituary, etc. must be attached. Also provide information about your plan of action for completion of coursework and educational goals. An Academic Plan may be requested in addition to this application of appeal. Please type or print clearly. Use dark blue or black ink only.

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***All of the information on this form is true and complete to the best of my knowledge. I understand that incomplete or inaccurate information could cause a delay in processing my application. I also understand that I will be notified by the Appeal committee.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Notice Concerning Your Information: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that Howard College collects about you. It also gives you the right to request a copy of that information and to have the College revise any information that is incorrect. You may request to receive this information by contacting the office possessing such information.