

2018-2019 Unusual Enrollment History



Sierra College Financial Aid Office 5100 Sierra College Blvd. Rocklin, CA 95677 (916) 660-7310

Unusual Enrollment History 2018-2019

Beginning with the 2013-2014 award year, the U.S. Department of Education established new regulations to prevent fraud and abuse in the Federal Pell Grant Program 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. This must be resolved before you will receive financial aid.

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.

To clear this issue, you must have all your previous units from all prior colleges attended evaluated by our Admissions and Records Department. You will not be eligible for financial aid until this process has occurred.

Follow the following steps:

1. Review the National Student Loan Data System (NSLDS) at http://www.nsls.ed.gov/nsls_SA/ for prior schools attended. You must have your PIN.
2. Order Official Transcripts from your prior colleges attended during award years 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018.
3. Take the Official Transcripts to Admission and Records for evaluation. You will need to complete a Transfer Credit Request Form to have your units posted at Sierra College.
4. After the evaluation of your transcripts, notify the Financial Aid Office who will determine if a Maximum Unit Appeal is necessary. Please view the Financial Aid Policies and Procedures regarding maximum unit limitations at <http://help.sierracollege.edu/customer/portal/articles/2505029-policies-and-procedures-2017-18>
5. Make an appointment with your academic counselor to complete a comprehensive Student Education Plan.
6. Submit your Student Education Plan to the Financial Aid Office to assist with determining the next steps.

Thank you,
Financial Aid Department

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The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal financial aid funds. Students who have attended multiple schools and earned Federal financial aid in a short period of time may be considered to have an unusual enrollment history. You must submit your completed Unusual Enrollment History Appeal with all REQUIRED documentation listed below. Appeals submitted with missing documentation will be considered INCOMPLETE and will not be processed.

I. Student Information:

Name: _____ Student ID#: _____
Last Name First M.I.

II. Instructions for Student:

- Print your Federal Financial Aid History:** You MUST log into the National Student Loan Data System (NSLDS) at www.nsls.ed.gov to obtain your Federal financial aid history. You will need your FSA ID to log in. You MUST PRINT the "Financial Aid Review" grant page and attach it to this form.
- Prior College Transcripts Must Be Evaluated:** Ensure that all official academic transcripts for all colleges/universities attended during the 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 award years have been forwarded to the Admissions and Records Office for evaluation. You will need to complete a Transfer Credit Request Form to have your units posted at Sierra College.
- Letter Explaining Circumstance for Appeal:** If you failed to earn academic credit during any of the above award years in which you received Federal financial aid, you MUST attach a typed statement clearly explaining the extenuating circumstances that led to your failure to earn academic credit.
- 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 semester(s) of academic difficulty) – 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 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 once during the years in question)
 - Other** – Requires supporting documentation

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

Student Signature

Date

OFFICE USE ONLY: Approved Denied Reviewed by _____ Date _____