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## UNUSUAL ENROLLMENT HISTORY APPEAL FORM

Based on the submission of your 2017–2018 FAFSA, the U.S. Department of Education has determined that you have an unusual enrollment history (UEH) while receiving Federal Pell Grant and/or Federal Loan funds. An unusual enrollment history is defined as having attended several institutions during 2013-14, 2014-15, 2015-16, and/or 2016-2017 award years. Upon reviewing your academic records, it has been determined that you did not earn academic credit at one or more of your previously attended institutions. In this circumstance, our Financial Aid Office is unable to award Federal Title IV aid.

To appeal this decision, please complete this form providing an explanation of your circumstances during the semester(s) you did not earn academic credit. Include the name of the school and the semester(s) in your statement and provide any supporting documentation with this form.

### Appeal Information

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID NUMBER:** \_\_\_\_\_

**A.** List of institutions you attended at which you received federal Pell Grants and/or Federal Loans and did not earn academic credit.

Institution Name	Term/Year

**B.** Explain why you did not earn academic credit while attending the above listed institution(s). If you need additional space, please attach a separate page. Indicate if any information provided on this form is any different than the prior documentation you provided. If so, please be sure to provide supporting documentation for all information reported on this form.

Please type or write legibly. Illegible appeals will remain in an ineligible status.

**Acknowledgement**

Please initial each item indicating that you have read and understand the information below:

\_\_\_\_\_ I understand that decisions on UEH appeals are processed on a case-by-case basis.

\_\_\_\_\_ I understand that I must maintain enrollment and satisfactory academic progress to maintain eligibility in the future.

\_\_\_\_\_ I understand that appeals turned in without supporting documentation will be denied.

\_\_\_\_\_ I understand that my appeal cannot and will not be reviewed until the current term's grades have been evaluated.

\_\_\_\_\_ I understand that decisions of the Kaplan University Financial Aid office for UEH appeals are final and cannot be disputed with the Department of Education.

*Students attending Kaplan University online must provide their original signature using blue or black ink.*

I hereby certify the information contained in my statements above to be true and complete.

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

**FOR KAPLAN UNIVERSITY FINANCIAL AID OFFICE USE ONLY**

\_\_\_\_\_ Total Hours Attempted

\_\_\_\_\_ Total Hours Earned

\_\_\_\_\_ Completion Rate

\_\_\_\_\_ Cumulative GPA

\_\_\_\_\_ EFC/Hours Enrolled

\_\_\_ Appeal APPROVED

\_\_\_ Appeal DENIED due to: \_\_\_ Insufficient Documentation

\_\_\_ Grade Point Average

\_\_\_ Completion Rate

\_\_\_\_\_ Financial Aid Director

\_\_\_\_\_ Date