



Office of Financial Aid

2017-18 Enrollment History Verification Form

Section II: Attachments

There are three (3) required attachments. Failure to include these three items will result in delayed processing.

Attachment 1 Detailed Letter of Special Circumstances

Your letter should include an explanation for ALL terms at EACH institution when you experienced academic problems or withdrawals. The letter must clearly detail the circumstances that were **beyond your control** and prevented your progress. When possible, type your letter. The committee will not try to decipher poor handwriting.

Please sign and date your letter.

The letter should include:

1. Personal or academic reasons to explain the failure to receive academic credits at each institution attended in 2013-2014, 2014-2015, 2015-2016, and 2016-2017.
2. What has changed or what measures have been taken to ensure progress in the future.
3. Your educational goals.

Attachment 2

Supporting Documentation

Third party documentation must be submitted if possible in support of the personal statement for each reason. Appropriate documentation might include: copy of death certificate or obituary, statements from physicians, letters from counselors or therapists, copy of a police report, court documents, employment transfer, etc. Letters must be on official letterhead and must be signed.

Attachment 3

Copy of Unofficial Transcript

Print your transcript from your Chestnut Hill College account. If it does include transfer credits, you will be required to submit unofficial transcripts from the other institutions.

Attachment 4 (May be required)

Academic Plan Worksheet- committee will decide if required

Meet with an academic advisor to review your degree plan to determine which courses are needed to graduate with your declared major.

Please allow 15 business days for processing. A committee will evaluate your review and notify you of the results via myCHC email. Incomplete reviews will not be considered. Fee payment: If you do not receive a decision by the time your tuition payment is due, you must make other personal arrangements to pay your fees for the current or upcoming semester in order to secure your schedule of classes. In making those arrangements you should not assume your review will be granted or that you will have your financial aid



Office of Financial Aid 2017-18 Enrollment History Verification

The US Department of Education has determined that you have an unusual enrollment history and have received either a Federal Pell Grant or Direct Loans at three or more institutions during the past four award years. The following information must be submitted to our office to assist in the determination of your federal financial aid eligibility.

A. STUDENT INFORMATION:

Last Name	First Name	M.I.	College ID or Social Security Number
Address	City	State	Zip Code
Phone Number	Cell Phone (if different)	E-mail address	

B. ENROLLMENT INFORMATION

It has been determined by the results of your 2017-2018 FAFSA that you have received Pell Grant funds at different institutions during the past four years without earning academic credit at one or more of these institutions. We are required to review your academic information and collect additional documentation to determine whether you will be eligible to receive federal financial aid at this time. Please complete Section A along with the attachments described in Section B and Section C.

Please complete the chart below listing all Colleges, Universities, and trade schools that you received any federal funding from in the 2013-14, 2014-15, 2015-16, and 2016-17 award years. If you are unsure what those schools are you may visit the National Student Loan Data System (NSLDS) at www.nsls.ed.gov to assist you in determining the schools that you attended. You will also need to provide a copy of an academic transcript from each of the schools listed below.

2013-2014 _____ 2014-2015 _____

2015-2016 _____ 2016-2017 _____

C. Signatures

Warning: If you purposely give false or misleading information on this form you may be fined, sentenced to jail or both.

Student Signature _____ Date _____