

Required Documentation

1. Financial Aid *Appeal Form*.
2. **Typed letter from student explaining the circumstance for not earning credit at each of the institutions he/she attended during the 2014-2015, 2015-2016, 2016-2017, and 2017-2018 academic aid years.** Clearly explain how your situation has changed and what your plans are to be successful in the upcoming semesters. Please make sure to include your, name, student ID number, date, and signature.
3. Independent third party **documentation** to support the reasons stated in the appeal letter. Examples of documentation may include: medical documentation, note from physician, copy of new work schedule, copy of death certificate, military obligations, etc.
4. **Unofficial Transcripts from each previously attended institution** (if not previously submitted with Unusual Enrollment History Verification Form) and print off your academic transcripts from your myCHC account if you have previously attended CHC.
5. **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.

It may take up to 15 working days before a decision is made. If a decision has not been made on your appeal by the time payment is due, you will need to make payment arrangements with the Business Office. In making those arrangements you should not assume your review will be granted or that you will have your financial aid



Unusual Enrollment History Appeal Form

Name: _____ CHC ID number: _____

Phone: _____ Email: _____@chc.edu

Which term will you be attending next? (check one): Fall 2018 Spring 2019 Summer 2019

Current major: _____

U.S. Department of Education Unusual Enrollment History Regulation (GEN-13-09)

Academic Credit Not Earned – if the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, the institution must obtain documentation from the student explaining why the student failed to earn academic credit. The institution must determine whether the documentation supports (1) the reasons given by the student for the student’s failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds.

Reasons could include illness, family emergency, change in students living arrangement, and military obligations. The institution should, to the extent possible, obtain third party documentation to support the student’s claim. The financial aid administrator may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress appeals.

If the student did not earn academic credit at one or more of the relevant institutions and does not provide acceptable explanation and documentation for each of those failures, the institution must deny the student any additional title IV program assistance.

If the institution denies a student continued title IV program assistance, it must provide the student with information as to how the student may subsequently regain title IV program eligibility. Since the basis for the denial is the student’s academic performance, it is expected that successful completion of academic credit would form the basis for the student’s subsequent request for renewal of title IV eligibility. This could include meeting the requirements of an academic plan that the institution established with the student. Please complete the chart below listing all Colleges, Universities, and trade schools that you received any federal funding from in the 2014-15, 2015-16, 2016-17, and 2017-18 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.

Name of School Attended	Dates of Attendance (To – From) (MM-DD-YYYY)	Credit Hours Earned	Transcript Received by CHC
			Yes <input type="checkbox"/> No* <input type="checkbox"/>
			Yes <input type="checkbox"/> No* <input type="checkbox"/>
			Yes <input type="checkbox"/> No* <input type="checkbox"/>
			Yes <input type="checkbox"/> No* <input type="checkbox"/>

***We will not be able to process your file until we receive unofficial transcripts from each of the listed institutions.**

The information provided on this form, in my typed statement and all accompanying documentation, is accurate and complete to the best of my knowledge. I agree to provide additional documentation if requested by the Financial Aid Office.

Student Signature: _____ Date: _____

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