



Financial Aid Office

2022 – 2023 Unusual Enrollment History Appeal

Student Name

CAC ID #

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving federal aid funds during 2018-2019, 2019-2020, 2020-2021 and 2021-2022 award years. Students who have attended multiple schools, did not earn academic credit and received federal aid in a short period- of- time are considered to have an unusual enrollment history. You are required to submit to CAC financial aid office a completed Unusual Enrollment History Appeal form with all REQUIRED documentation listed below.

The Financial Aid Office will use the information provided by you to determine the outcome of the appeal. With this process, any future federal aid you will receive is dependent on an approved appeal. You will be notified of appeal decision through your CAC student email address.

STEP 1: Your Federal Financial Aid History

You MUST log into Federal Student Aid website at www.studentaid.gov to obtain your federal financial aid history. You will need your FSA ID to log in. Click on 'view details' then 'view breakdown' this will list all schools where you received federal pell grant and/or federal direct loan funds during the academic years listed above.

STEP 2: Prior College Transcripts Required to be Evaluated

Attach unofficial transcript from each school attended and received federal aid (loans/grants)

STEP 3: Letter Explaining Circumstance for Appeal

If you failed to earn academic credit while receiving federal aid, the U.S. Department of Education REQUIRES you to explain the circumstances which resulted in your failure to complete academic credits.

Please submit along with this form a typed statement which provides an explanation for your failure to earn academic credit. Please refer to a situation that occurred during those academic terms in which you failed to earn credit.

STEP 4: 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, death certificate or an 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 schools Satisfactory Academic Progress (SAP) standards – (may only be used as an excuse for one (1) time during the years in question)
Other – Requires supporting documentation

By signing this form, you certify that all information provided on this form is true, complete and correct to the best of my knowledge

Signature

Date

Submit this form and all documentation in person, by email to: finaid@centralaz.edu or upload in Student Portal