



# 2017/2018 Unusual Enrollment History Form

**I. Student Information:**

The Department of Education has selected your file for review due to a pattern of unusual enrollment history at colleges you have attended. You must submit this form and required documentation for NCC to determine your financial aid eligibility.

\_\_\_\_\_

**Student Name** **NCC ID (N#)**

**II. Instructions:**

1. Access the National Student Loan Database (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov) to assist you in filling out the information below.
2. In Section III below, list all schools that you received Federal Pell Grant &/or Federal Direct Loan funds at during the 2013-2014, 2014-2015, 2015-2016 & 2016-2017 academic years. Using NSLDS, you will be able to view your Pell Grant and Federal Student Loan records associated with the school you attended. Please attach an additional piece of paper if more space is needed.
3. You must provide academic transcripts from all schools you list in the boxes unless NCC has accepted transfer credits from that school(s). Forms submitted without academic transcripts or grade reports will not be processed.
4. Submit all necessary information to Nassau Community College Financial Aid Office by the deadline listed below for the enrollment period you are planning to receive financial aid funding.

**III. Schools Attended:**

Name of School	Dates Attended	Credits Earned?	Transcripts
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> attached <input type="checkbox"/> transfer credit accepted at NCC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> attached <input type="checkbox"/> transfer credit accepted at NCC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> attached <input type="checkbox"/> transfer credit accepted at NCC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> attached <input type="checkbox"/> transfer credit accepted at NCC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> attached <input type="checkbox"/> transfer credit accepted at NCC

\* If you answered "No" to the Credit Earned question for any of the schools you listed above, you must provide an explanation of the special circumstance(s) that caused your failure to earn academic credit and provide third-party documentation to support your explanation by the deadline. Examples of special circumstances and appropriate documentation are listed on the back of this form. NCC will review your academic transcripts and/or explanation and documentation to determine your financial aid eligibility. If your financial aid is reinstated, you will get further information about your financial aid status.

**IV. Deadlines:**

Fall – October 1      Winter – January 10      Spring – March 1      Summer - June 1

Please note that you will have up to the deadline date to submit all of the required information requested to resolve your unusual enrollment history flag and be considered for federal aid for that semester. If your FAFSA is received at NCC after the deadline date, you have 10 days from the date your FAFSA was received to submit the required documentation. Documentation received after the end of a semester will not be considered for the following semester, provided it is within the same academic year.

**V. Signature**

I certify that the information I have provided is accurate to the best of my knowledge. I understand that this form, my written explanation, the documentation submitted and the results of this process will become part of my educational record at NCC.

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

### **Section III: EXAMPLES OF SPECIAL CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION**

This list is not all inclusive. There may be other types of documentation that are acceptable. Please make sure the dates on the documentation coincide with the dates you received a Federal Pell Grant &/or Federal Direct Loan and did not earn academic credit. Submitting an explanation with supporting documentation ***does not guarantee*** financial aid eligibility will be reinstated.

#### **Nature of Appeal**

#### **Recommended Documentation**

Death of immediate relative

Obituary notice or death certificate

Illness of self or immediate relative

Signed doctor's note (must be on doctor's letterhead)  
Hospital records or bills with dates of stay

Divorce/separation

Divorce papers, signed letter from attorney (on letterhead)  
Signed statement from pastor or counselor (on letterhead)  
Proof of separate residency  
School records for children showing different household for their father/mother

Job schedule conflict

Signed statement of schedule change or overtime hours worked from employer (on letterhead)  
Timesheets – must have company name printed on them

Childcare problems

Signed letter from current daycare center (on letterhead) verifying enrollment of the child. If it is a personal friend or relative, the letter must be notarized