



Office of Financial Aid

Unusual Enrollment History Verification Worksheet 2017-2018

SECTION A. Student Information

_____/_____/_____
 Last Name First Name MI SSN Date of Birth

The U.S. Department of Education has selected your file for a review due to a pattern of unusual enrollment history at colleges / universities you have attended. Federal regulations dictate that we must ask you for additional information before determining your eligibility for federal student aid.

You must list all schools that you attended during the 2013-14, 2014-15, 2015-16 and 2016-17 academic years. In addition, you must provide **official transcripts** from all schools unless Wiregrass Georgia Technical College (WGTC) has accepted transfer credits from that school(s). **Please note: Forms submitted without official academic transcripts will not be processed. Failure to report all schools will result in denial of your request for financial aid at WGTC.**

SECTION B. Enrollment Verification

Please visit the National Student Loan Data System (NSLDS) at www.nsls.ed.gov to assist you in filling out the following chart. You will need your 4-digit Federal Student Aid PIN in order to access this information.

List information for the 2013/2014, 2014/2015, 2015/2016, and 2016/2017 Aid Years.

Name of School	Dates Attended	Earned Credits	Transcripts
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credit accepted at WGTC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credit accepted at WGTC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credit accepted at WGTC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credit accepted at WGTC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credit accepted at WGTC

*If you did not earn any credit or answered "No" to the Earn Credits question for any of the schools listed above (including WGTC), 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 (see back of form for examples of documentation). Submit a separate statement for each of the schools that you fail to earn academic credit. Please allow 2 to 4 weeks for your academic transcripts to be evaluated.

SECTION C. Required Signature/Certification Statement:

"I certify that all information reported on this form and attached documents are true and complete to the best of my knowledge. I agree, if asked, to provide additional documents that will verify the accuracy of the information on this form. I understand that no federal aid will be disbursed to my student account until enrollment verification is complete." ***WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.***

Student Signature

Date

Examples of 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 Pell Grant funds and did not earn academic credit. Submitting an explanation with supporting documentation does not guarantee financial aid eligibility will be reinstated.

Example Reasons for Submitting an UEH Petition	Examples of Support Documentation (not inclusive):
Illness or injury	<ol style="list-style-type: none"> 1. A detailed explanation of the medical circumstances including the date of occurrence, duration, and how it negatively affected your coursework. If the illness was for a family member include the name and relationship of the family member to you. 2. Support documentation (i.e. medical withdrawal, physician’s statement, copy of police report, medical documentation).
Death of a Relative/ Roommate/Close Friend	<ol style="list-style-type: none"> 1. A detailed statement including the name of the deceased and his/her relationship to you with an explanation of how this event negatively affected your coursework. 2. Support documentation (i.e. copy of the obituary, notice of the funeral, or death certificate).
Personal Crisis	<ol style="list-style-type: none"> 1. A detailed explanation of the crisis including the date of occurrence, duration, and how it negatively affected your coursework. 2. Support documentation (i.e. physician’s statement, copy of police report, Personal Protection Order, medical documentation, Victim’s Advocacy memo)
Other Circumstances	<ol style="list-style-type: none"> 1. A detailed explanation of the circumstances and how they negatively impacted your academic progress. 2. Support documentation substantiating your circumstances. 3. Support documentation supporting that your circumstances have either been resolved or are being managed.
<p>Note – Appeals will be reviewed on a case by case basis and are not automatically approved for any of the above reasons.</p>	

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 Coffee Campus, 706 West Baker Highway, Douglas, GA 31533, (912) 389-4300/ Fax (912) 389-4308
 Cook County Workforce Development Center, 1676 N. Elm St., Sparks, GA 31647, (229) 549-7368/Fax (229) 549-6286
 Valdosta Campus, 4089 Val Tech Road, Valdosta, GA 31602, (229) 333-2100/Fax (229) 333-2153