2018-19 Unusual Enrollment History Review Form

Student Name ___________________________________________  Student ID __________________________

Information
Your 2018-2019 Free Application for Federal Student Aid has been flagged for Unusual Enrollment History Review by the U.S. Department of Education because you have received Federal Pell Grant and/or Federal Direct Loan funds from multiple institutions during the following review period: 2014-2015, 2015-2016, 2016-2017 and 2017-2018. This flag requires SUNY Potsdam to review your enrollment history to determine aid eligibility.

Instructions
Complete steps 1 through 5 below. Your application for financial aid will not be considered until you submit this completed form and required documentation. You can review your attendance at prior institutions online at www.NSLDS.ed.gov.

1. If you did not submit ALL transcripts when you were admitted to SUNY Potsdam, please request an official academic transcript from the other institution(s) you attended during the review period (2014-2015, 2015-2016, 2016-2017 and 2017-2018). These transcripts must be turned in with this form or sent directly to SUNY Potsdam Transfer Services. Your financial aid will not be reviewed until all transcripts have been received.

2. List below the name of any/all institutions at which you received Federal Pell Grant and/or Federal Direct Loan funds during the review period and did not earn any academic credit. If you need additional space, please attach a separate page with your name and student ID number at the top of each page.

*** If you have any institution(s) listed in Step 2, you must complete the following steps before submitting this form:

☐ Attach a statement explaining the reason for your failure to earn any academic credit at each institution listed in Step 2.

☐ Attach supporting documentation for the circumstances described in your statement (i.e. medical bills, hospitalization records, accident reports, etc.). Include your name and student ID number at the top of each page.

3. If you have no institutions listed in Step 2, sign and submit this form to the Financial Aid Office. If you select this option, we have determined that SUNY Potsdam has not received all of your transcripts. Be sure to request that the missing transcript(s) are sent to Transfer Services, or submit them with this form to the Financial Aid office.

4. Sign Below. I certify that the information submitted on and with this form is accurate and complete.

________________________________________________________________________________________
Student Signature                                      Date                                      Daytime Phone Number

5. Return this form and confirm that your official transcripts have been received via mail or in person by SUNY Potsdam at your earliest convenience.

Office USE ONLY:
I recommend ________ credits for ________ semester. Signed __________________________ Dated __________

Notes __________________________

OFFICE USE: Doc code -UEHDOC