Southwestern College **Financial Aid Office**

2019-2020 Unusual Enrollment History (UEH) Form

Last Name	**First Name**	**MI**	**SWC ID Number**

Because you have attended and obtained Federal student aid at multiple institutions, you have been flagged for "Unusual Enrollment History (UEH)" by the US Department of Education. A review of your academic records over the last four award years (2015-16, 2016-17,2017-18 and 2018-19) indicates that during one or more of those years, you failed to earn academic credit. In accordance with federal regulations, the Southwestern College Financial Aid Office needs to review your academic records within the last four award years to determine continued aid eligibility.

A. Academic Credit

You must have earned at least one academic credit during each of the four award years to remain eligible for Federal student aid. Earned academic credit is considered grades of A, B, C, D and P while unearned academic credit is identified as grades of F, W, I, NP and IP.

B. UEH Review Process

You are required to provide **PHOTOCOPIES** of academic transcripts from ALL colleges and universities attended during the four award years **and** a written explanation, with additional documentation if necessary, of the circumstances which prevented you from earning any academic credit. If you did not earn academic credit at an institution you attended during one of the award years, you must explain the circumstance(s) which prevented you from earning academic credit during the year(s) you received financial aid. Attach **PHOTOCOPIES** of additional documentation, such as medical records, accident reports, military paperwork, etc., which support your statement as well as academic transcripts from ALL institutions attended. Failure to submit this form with all applicable attachments may result in the denial of your financial aid.

Your transcripts, statement and supporting documentation will be evaluated to confirm whether academic credit was earned or unearned while receiving financial aid. An **approval** will be granted if it is determined that academic credit was earned for the designated terms where Federal student aid was received. If your academic history shows failure to earn credit, it will result in a **denial** and ineligibility for financial aid, except for the Board of Governor's Fee Waiver (BOGFW), if qualified. In the event that this UEH review results in the denial of financial aid, you may **appeal** it by submitting an Unusual Enrollment History Appeal Form, which can be found at www.swccd.edu/faforms.

C. Certification

Signing this form certifies that the information reported is complete and correct and that any false statement or failure to provide proof when asked may be cause for delay, denial, reduction or withdrawal of financial aid. **Warning: purposely giving false and/or misleading information may be cause for a fine, sentence to jail or both.**

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Student Signature Date

Submit this form to the Southwestern College Financial Aid Office or to any of the Student Services Departments at any of the Higher Education Centers. You should make a photocopy of this form for your records.

Financial Aid Office Use Only:	Comments:
☐ **UEH Approved** - Status Cleared. ☐ **UEH Approved** - Credit was not earned at one or more institutions, but provided reasonable explanation. ☐ **UEH Pending** - Need more information (academic transcripts, supporting documentation). ☐ **UEH Denied** - Credit was not earned at one or more institutions and explanation is not supportive.	_____ _____ _____ _____ _____ _____ Patti Larkin, Director Date