

2016-2017 Unusual Enrollment History (UEH) Form**INSTRUCTIONS:**

1. Make sure to check your Missing Documents Checklist on the Self Service Portal.
2. Complete all sections of this form and provide all documentation and signatures. You may be required to provide further documentation.

Last Name	First Name	MI	SWC ID Number	Date of Birth
-----------	------------	----	---------------	---------------

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 (2012-13, 2013-14, 2014-15 and 2015-16) 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 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 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.**

Student Signature_____
Date**Financial Aid Office Use Only:**

- | | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> UEH Approved - Status cleared. | Comments:

Patti Larkin, Director
Date |
| <input type="checkbox"/> UEH Approved - Credit was not earned at one or more institutions, but provided reasonable explanation. | |
| <input type="checkbox"/> UEH Pending - Need more information (academic transcripts, supporting documentation). | |
| <input type="checkbox"/> UEH Denied - Credit was not earned at one or more institutions and explanation is not supportive. | |