Southwestern College **Financial Aid Office**

2018-2019 Unusual Enrollment History (UEH) Appeal Form

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

Students whose academic records have previously been reviewed for "Unusual Enrollment History (UEH)" by the Southwestern College Financial Aid Office and determined to be ineligible because of failure to earn academic credit during an award year during the academic years 2014-15, 2015-16, 2016-17 and 2017-18 have the right to appeal the denial decision. Complete and return this form with **PHOTOCOPIES** of supporting documentation for review and further evaluation.

A. UEH Appeal Review Process

Based on the Southwestern College Financial Aid Office's review of your UEH, it was determined that you did not earn academic credit at one, or more, of your previously attended institutions. As a result, you are not eligible for further Federal student aid. In order to appeal this decision, along with this form, you must provide a written statement which explains your failure to earn academic credit, attaching any **PHOTOCOPIES** of additional third party documentation which supports your statement.

In order to be considered, your UEH appeal must include the following:

- A detailed explanation as to why you failed to earn academic credit during the 2014-15, 2015-16, 2016-17 and 2017-18 academic years in which you attended. Your explanation should include why you did not complete, with passing grades, all of your attempted coursework and the specific circumstances that prevented you from successfully completing your courses.
- A detailed explanation of how the circumstances that contributed to you not earning academic credit have since been resolved. Include the steps you have taken to ensure your successful academic progress in the future.
- Attach **PHOTOCOPIES** of documentation to support your appeal (e.g. medical claims/statements, police reports, copy of death certification/obituary, signed statement from an involved third party such as a counselor/priest/ minister, documentation illustrating other commitments outside of school such as paystubs, letter from employer, etc.).

Failure to submit documentation to adequately support this appeal may result in a denial.

B. 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

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 Appeal** - Approved	_____
☐ **UEH Appeal** - Denied	_____
☐ **UEH Appeal** - Pending additional documentation	_____
	Patti Larkin, Director Date