

UNUSUAL ENROLLMENT HISTORY APPEAL FORM (UEHA)

INSTRUCTIONS: Based on the submission of your recent FAFSA, it has been determined that you have an unusual enrollment history while receiving Federal Student Aid. An unusual enrollment history is defined as having attended multiple institutions in the past four aid/award years. If, upon review of your academic records, it is determined that you did not earn academic credit at one or more of your previously attended institutions, you will need to complete part C of this form. In this circumstance, our office is unable to award federal Title IV funding until the appeal is received documenting the reason for your failure to earn academic credit.

If you wish to appeal, please complete this appeal form providing an explanation of your circumstances during the semester(s) in which you did not earn credit. Attach any supporting documentation to this form.

A. STUDENT INFORMATION

Student Name: _____

U ID Number: _____

SSN (last four): XXX-XX-_____

Phone Number: _____

B. List all schools at which you attended in the last 4 years

NAME OF SCHOOLS AND TERMS ATTENDED	DID YOU SUBMIT TRANSCRIPTS?		DID YOU EARN CREDIT?	
	YES	NO	YES	NO

B1. If you answered “YES” to having earned credit at all of the schools listed above, *and* have submitted transcripts showing your grades from all of these semesters, you may sign here and submit this form to request that we review your transcripts and Federal Student Aid history. If we can confirm that you earned credit at every school each year you received Federal Aid, you will not need to provide explanation or documentation:

I earned credit at every school each year I received Federal Aid. Please review my records.

B2. If you answered “NO” to having earned credit at any of the schools listed above, you must:

Explain in part C why credit was not earned at each school.

Attach 3rd party documentation that supports your explanation for each school where credit was not earned.

B3. If you answered “NO” to having submitted transcripts to the Admissions Office, you must do so before we can review your appeal. We are required to review your academic transcripts from the schools before granting your financial aid.

C. EXPLANATION

Semester/Year: _____

Type of documentation attached: _____

Reason credit was not earned: _____

Semester/Year: _____

Type of documentation attached: _____

Reason credit was not earned: _____

Semester/Year: _____

Type of documentation attached: _____

Reason credit was not earned: _____

D. CERTIFICATION AND SIGNATURE

By signing this form, I hereby certify that all statements and information provided on this form are true, complete, and correct to the best of my knowledge and will provide proof if requested. I authorize University of Memphis officials to verify any information on this form by contacting any person/organization. I understand it is a crime and a violation of the University of Memphis Student Code of Conduct to purposefully give false or misleading information on this form, which may be subject to a fine, imprisonment, and University of Memphis sanctions.

Student Signature: _____ Date: _____

(TYPED SIGNATURES CANNOT BE ACCEPTED)