

## Unusual Enrollment History Appeal Form

**Student Name:** \_\_\_\_\_

**Panther ID:** \_\_\_\_\_

If you failed to earn academic credit while receiving Federal financial aid, the U.S. Department of Education **REQUIRES** you to explain the circumstances which resulted in your failure to complete academic credits. You must submit your completed Unusual Enrollment History Appeal with all **REQUIRED** documentation listed below. **APPEALS SUBMITTED WITH MISSING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE AND WILL BE DENIED. APPEALS HAVE UP TO 30 DAYS PROCESSING TIME.**

### STEP 1: Letter Explaining Circumstance for Appeal

Please submit along with this form a typed statement explaining your failure to earn academic credit for each year in question. Please refer to extenuating circumstance(s) that occurred during those academic terms in which you have failed to earn credit.

### STEP 2: Supporting Documentation:

You must provide documentation to support the circumstance(s) in your appeal. Appeals submitted without documentation will be considered incomplete and will be denied. Check all that apply.

- Personal injury or illness (must have occurred during semester(s) of academic difficulty) – Requires doctor’s statement, hospital records, or accident/police report.
- Death or serious illness of an immediate family member (parents, grandparents, children, spouse, sibling) – Requires doctor’s statement, hospital records or a death certificate.
- Employment changes – Requires documents acknowledging employment changes during the year(s) in question. Two Letters from non-relatives (advisor/counselor, mentor, supervisor, etc.) acknowledging how this condition negatively impacted your academic performance at the previous institution(s).
- Divorce or separation in the student’s immediate family – Requires divorce decree or separation/attorney documents.
- Failure to have a set academic goal/major or misunderstanding of schools Satisfactory Academic Progress (SAP) standards – May only be used as an excuse for one (1) time during the years in question. Requires a signed letter from an academic advisor acknowledging your prior academic performance in previous institution(s) and confirming completion of an academic plan to ensure a successful performance at FIU.
- Other – Requires supporting documentation to verify the condition.

I hereby certify that all information provided on this form is true, complete and correct to the best of my knowledge. I understand that submission of this form does not guarantee eligibility reinstatement and that the result of my appeal will be emailed to my FIU email within 30 days of receipt of documentation. I also understand that the final decision is up to the institution and is not appealable with the U.S. Department of Education.

**Student Signature:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

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### FOR OFFICE USE ONLY

**Decision Status:** [ ] Approved [ ] Denied    **Processed By:** \_\_\_\_\_    **Processed Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Upload Document Option

Scan the completed form and login to my.fiu.edu. Click on the *Upload My Documents* link on the left hand side. Select the *Financial Aid Department* option followed by *Unusual Enrollment History Appeal Form*. Choose the appropriate aid year to submit.