



Office of Financial Aid

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2016-2017 Unusual Enrollment History Verification

The Financial Aid Office has received the results of your 2016-2017 Free Application for Federal Student Aid (FAFSA) indicating that you have an unusual enrollment history. Unusual enrollment history is reported from the National Student Loan Data System (NSLDS) and is defined as receiving federal aid funds at multiple institutions in a four year period (2012-13, 2013-14, 2014-15 and 2015-16). Such an enrollment history requires a review to determine whether there are valid reasons for the unusual enrollment pattern. To be considered for financial aid you must complete and submit information about your enrollment records for each institution attended. The following information must be submitted to our office in order to determine your eligibility for federal and state financial aid. Once we have reviewed the information we may request additional documentation if necessary.

Student Name: _____ Student ID: _____

Student Email: _____

Step1: Print your financial aid history: You must log into the National Student Loan Data System (NSLDS) at www.nsls.ed.gov to obtain your Federal financial aid history. You will need your Federal Student Aid ID. You **MUST PRINT** the "Financial Aid Review" Grant Page and attach it to this form.

Step 2: Enrollment History Verification

List all colleges and universities attended and indicate if academic credit was received for each institution attended for the years of 2012, 2013, 2014, 2015 and 2016.

Unearned academic credit is considered as grades of 'F', 'W', 'WF', 'U', 'I', 'IP' or other letter grades with a value of '0'. If you did not earn any academic credit at a previously attended institution (including GMC) during one of the above award years, you must complete Part II of this form and provide supporting documentation of your circumstances.

Schools Attended:	Year(s) Attended:	Credit earned:
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please note: If you have not submitted all academic transcripts for the above listed colleges, please submit the transcript(s) to GMC Office of Admissions; 201 East Greene St; Milledgeville, GA 31061. GMC must have all transcripts from all schools attended to process this form.

Signature _____

Date _____

Part II

2016-2017 Unusual Enrollment History Appeal

If you failed to earn academic credit while receiving Federal aid at another school, the US Department of Education **REQUIRES** you to explain the circumstances which resulted in your failure to complete academic credits.

Step 1: Letter explaining circumstances for appeal

Please submit, along with this form, a signed, typed statement which provides an explanation for your failure to earn academic credit. Please refer to the situation that occurred during those academic terms in which you failed to earn credit.

Step 2: Supporting Documentation

You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reasons below. Appeals submitted without documentation will be considered incomplete and will be denied.

- ☐ Personal injury or illness (must have occurred during the term 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 accident/police report
- ☐ Employment changes (including military transfer/deployments) – requires documents to show loss of job or other changes in employment
- ☐ Divorce or separation in the student's immediate family – requires divorce/separation documents or letter from attorney
- ☐ Other – requires supporting documentation

Step 3: Student Educational Plan

Your appeal must include an educational plan for GMC. Attach a typed, signed statement explaining the number of terms you plan to attend, the enrollment status you plan to maintain (full-time/part-time) and the outcome you hope to achieve by attending GMC. Please include your program of study and anticipated graduation date.

Please certify that you have read a copy of GMC's Satisfactory Academic Progress policy.

Signature

Date

The GMC Financial Aid Office will use your student email address to contact you regarding the outcome of your appeal. You are responsible for checking your GMC student email frequently.