**CONCORD UNIVERSITY**

 **UNUSUAL ENROLLMENT HISTORY APPEAL**

*The U.S. Department of Education indicated that you have had an unusual enrollment history while receiving Federal financial aid funds during the past four academic award years. This appeal must be submitted with all REQUIRED documentation before your eligibility for financial aid can be determined.*

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CU ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 1: Letter Explaining Circumstance for Appeal**

Submit along with this form a typed statement which provides an explanation for your failure to earn academic credit. Describe the situation(s) that occurred during those academic terms in which you failed to earn credit; and please include the name of the school and academic term in question.

**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.

**STEP 3: Student Signature**

I hereby certify that all information provided on this form is true, complete and correct to the best of my knowledge. I understand that it is a federal crime to purposefully give false or misleading information and may be subject to a fine, imprisonment or both. I also understand that the decision on this appeal is final.

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Student’s signature Date