



**FINANCIAL AID, VETERAN SERVICES, AND SCHOLARSHIPS**  
 Federal Student Aid Programs  
**Unusual Enrollment History Form 2023-2024**

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**The Department of Education has selected your file for review due to a pattern of unusual enrollment history at colleges you have attended. You must submit this form and required documentation for Pensacola State College to determine your financial aid eligibility.**

**I. Instructions**

1. Access the National Student Loan Database (NSLDS) at [www.nsls.ed.gov](http://www.nsls.ed.gov) to assist you in filling out the information below.
2. In Section II below, list all schools at which you received Pell Grant funds and/or Federal Loans during the 2019-2020, 2020-2021, 2021-2022, and 2022-2023 academic years. Using NSLDS, you will be able to view your Pell Grant and Federal Loan records associated with the school you attended. Please attach an additional piece of paper if more space is needed.
3. You must provide academic transcripts from all schools you list in the boxes unless Pensacola State College has accepted transfer credits/clock hours from the school(s). Forms submitted without academic transcripts will not be processed.
4. Submit all necessary information to Pensacola State College Financial Aid Office.

**II. Colleges Attended**

Name of College	Dates of Attendance	Credit/Clock Hours Earned?	Transcripts
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted by PSC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted by PSC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted by PSC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted by PSC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted by PSC
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted by PSC

\*If you answered "No" to the Credit/Clock Hours Earned question for any of the schools you listed above, you must provide an explanation of the special circumstance(s) that caused your failure to earn academic credit/hour and provide third-party documentation to support your explanation by the \_\_\_\_\_ deadline. Examples of special circumstances and appropriate documentation are provided.  
 (Date)

**III. Signatures & Certifications**

I certify that the information submitted is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines, and/or imprisonment in this and/or future years.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EXAMPLES OF SPECIAL CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION

This list is not all inclusive. There may be other types of documentation that are acceptable. Please make sure the dates on the documentation coincide with the dates you received Pell Grant funds and did not earn academic credit. Submitting an explanation with supporting documentation **does not guarantee** financial aid eligibility will be reinstated.

<b>Nature of Appeal</b>	<b>Recommended Documentation</b>
Death of immediate relative	Obituary notice or death certificate
Illness of self or immediate relative	Signed doctor's note <i>(must be on doctor's letterhead)</i> Hospital records or bills with dates of stay
Divorce/separation	Divorce papers, signed letter from attorney <i>(on letterhead)</i> Signed statement from pastor or counselor <i>(on letterhead)</i> Copy of lease showing only yourself as the renter School records for children showing different household for their father/mother
Job schedule conflict	Signed statement of schedule change or overtime hours worked from employer <i>(on letterhead)</i> Timesheets – <i>must have company name printed on them</i>
Childcare problems	Signed letter from current daycare center <i>(on letterhead)</i> verifying enrollment of the child. If it is a personal friend or relative, the letter must be accompanied by one other signed letter from a friend or family member aware of the situation.
<ul style="list-style-type: none"> <li>• If you had military obligations, please provide appropriate documentation from your commanding officer</li> <li>• If you were a victim of a crime or unexpected disaster, please provide a copy of the police report and/or other documentation appropriate to your situation</li> <li>• If none of the above, please provide alternate detailed documentation of your situation</li> </ul>	

***Do not mail this worksheet to the U.S. Department of Education.***

***Upload this worksheet via your Workday dashboard to the Financial Aid Office.***

***You should make a copy of this document and any additional documents you submit for your own records.***