



## 2024-2025 Unusual Enrollment History Form

**Student Name:** \_\_\_\_\_ **WSCC ID:** \_\_\_\_\_ **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) has been flagged for “Unusual Enrollment History Review” by the U.S. Department of Education because you received federal student financial aid funds at multiple education institutions during the review period of 2020-21, 2021-22, 2022-23, and 2023-24. This flag requires WSCC to review your enrollment history and determine your eligibility for any future federal student aid. In the process of reviewing your enrollment history, WSCC will check the National Student Loan Data System (NSLDS) to obtain a complete history: the name of institutions you have attended, and the dates of attendance.

Along with this form, we must also review academic transcript(s) showing dates attended and credits earned for all schools attended during the review period (2020-21, 2021-22, 2022-23, and 2023-24).

**Please complete ALL steps listed below.** Your application for financial aid will not be considered until you submit this completed form and required documentation.

**STEP 1:** Obtain an official academic transcript for the entire time you received federal student financial aid funds at any/all education institutions during the review period (2020-21, 2021-22, 2022-23, and 2023-24). If you have previously submitted all transcripts to the college, you do not need to submit additional copies.

**STEP 2:** List below the name of any/all education institutions attended during the review period. If you need additional space, please attach a separate page. Include your name and ID# at the top of each page.

NAME OF SCHOOL OR INSTITUTION	DATES OF ATTENDANCE	CREDITS EARNED?	TRANSCRIPTS
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ATTACHED <input type="checkbox"/> ALREADY SUBMITTED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ATTACHED <input type="checkbox"/> ALREADY SUBMITTED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ATTACHED <input type="checkbox"/> ALREADY SUBMITTED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ATTACHED <input type="checkbox"/> ALREADY SUBMITTED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ATTACHED <input type="checkbox"/> ALREADY SUBMITTED

If credit was earned at all institutions, **skip to Step 4** to Sign, and Date.

**STEP 3:** For each school that you did not earn credit, you must attach a signed statement explaining the lack of credit and provide relevant supporting documentation. Be sure your letter is detailed, and documentation is complete. Failure to provide these items will result in an automatic denial of financial aid. Examples of relevant supporting documentation are listed here:

<p><u>Your letter must include:</u></p> <ol style="list-style-type: none"> <li>1. Explain the circumstance for the lack of credit at each school where you did not earn credit.             <ul style="list-style-type: none"> <li>• Be specific and detailed</li> </ul> </li> <li>2. What has changed and what corrective action have you taken to ensure completion of any future enrollment.</li> </ol> <p><u>Examples of supporting documentation:</u></p> <ul style="list-style-type: none"> <li>▪ Statement from physician or therapist; Include dates of service and how situation is resolved or being managed. If you, your child, or your parent/spouse experienced illness or were hospitalized, please provide documentation on letterhead of dates and, if applicable, a physician’s decision of the student’s release to return to school. You may also provide Medical records.</li> <li>▪ If you had military obligations, please provide appropriate documentation from your commanding officer.</li> </ul>	<p><u>Continued examples:</u></p> <ul style="list-style-type: none"> <li>▪ If you experienced the death of an immediate family member, please provide the relationship of this person and a copy of the death certificate, obituary or funeral program</li> <li>▪ If you were the victim of a crime or unexpected disaster, please provide a copy of the police report and/or other documentation appropriate to your situation. Including but not limited to documents from repair company, Indicating severity of damage</li> <li>▪ Signed letter from family or friend; To include their relationship to student, explanation of situation, effect on student and how situation has been resolved or being managed</li> <li>▪ Other reasons, please attach detailed documentation explaining your circumstance on each individual situation.</li> </ul>
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**STEP 4: Certification and Signature** - By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. I understand that the Office of Financial Aid reserves the right to request additional information as needed. If dependent, at least one parent must sign. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

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

**HAVE YOU PROVIDED ALL OF THE FOLLOWING?**

- Copies of Transcripts
- Detailed Letter of Explanation
- Third Party Documentation
- Completed & Signed this Form.

**RETURN THIS FORM:** Completed forms and documents may be dropped off in person at the WSCC Student One Stop, fax 740.374.2660, scan & email [finaid@wsc.edu](mailto:finaid@wsc.edu) or mail 710 Colgate Dr., Marietta, OH 45750.

<b>OFFICE USE ONLY</b>	_____ APPROVED	_____ DENIED
All Transcripts Received: YES or NO	Credit Earned at all Institutions: YES or NO	No other Concerns: YES or NO
Transcript Missing: YES or NO	Credit Not Earned: YES or NO	Other:
Reviewed by _____		Date _____