

2024-25 Appeal of Unusual Enrollment History

The Department of Education has noticed a pattern of unusual enrollment history while you were receiving financial aid at colleges you previously attended. Per federal regulations, you must provide an explanation with supporting documentation for any college where you attended but did not earn academic credit.

Section #1: Schools Attended

- You must provide the following information for each school you attended during the time frame listed. If you attended multiple schools during the indicated time frame, attach a separate piece of paper listing all schools you attended.
- You **MUST** attach copy of the transcript or grade report (printed from your student portal) from **each school** you have attended. You are not required to submit transcripts for any CCC Colleges you attended.
- **Your file will not be reviewed unless all transcripts are received with this form.**
- **If you fail to report a school that you attended during the indicated time frame or fail to attach a transcript, you may be denied financial aid at City Colleges of Chicago.**

Name of School(s)	Year Attended	Academic Credits Earned
	2020-2021	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2021-2022	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2022-2023	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2023-2024	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section #2: Extenuating Circumstances

If you have extenuating circumstances that prohibited you from earning academic credit, detail your circumstances below. You **MUST** include third party documentation to substantiate your claim.

- Death of an immediate family member (must include the relationship of family member to the student, copy of death certificate)
- Documented hospitalization of illness or self, child or parent (must include dates and a health care provider’s decision, written on official letterhead, as to the student’s readiness to return to school) Military Obligations (must include documentation from commanding officer)
- Victim of a crime or unexpected disaster (must include copy of police report, third party letters, etc.)
- Other (must include appropriate documentation)

The Financial Aid Office at your college will review your appeal and any supporting documentation, and will decide if you are eligible to receive financial aid at this college. The determination will be based on your academic history, your explanation of extenuating circumstances, and supporting documentation. **You will receive a written decision within 15 business days of the submission of your appeal.**

I certify that I have reviewed the requirements of the Appeal for Unusual Enrollment History and that I have submitted all required documents in support of my appeal. I understand that an incomplete appeal will not be considered, and that a denied appeal means that I will not receive financial aid for this term.

_____ Student Name
(Please Print) Student ID Number

_____ Student Signature
Date

For Financial Aid Office Use Only: Date Received in Financial Aid Office: _____ Decision: _____ Approved _____ Denied Official Signature: _____ Date: _____ Date of Response Provided to Student: _____
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