



2023-2024 UNUSUAL ENROLLMENT HISTORY APPEAL

The Department of Education has reviewed your FAFSA and determined that you have an unusual enrollment history and may therefore be **ineligible** for federal aid. The Student Financial Aid Office at Regent University would like to assist you in regaining your FAFSA aid eligibility, if possible through an Unusual Enrollment History Appeal.

Appeal Overview:

Upon review of your transcripts, it was determined that you did not successfully complete courses at one or more of the institutions you previously attended. Per the Department of Education, if a student does not successfully complete courses, the institution the student is currently attending is required to request an Unusual Enrollment History appeal and supporting third party documentation.

Third party documentation is needed to support the reasons as to why you were unable to successfully complete your courses. This documentation must come from a professional, impartial, third party source (i.e., physician, court records, counselor, lawyer, religious leader, etc.). The documentation **must** include your name and the dates surrounding the circumstances which correlate to the dates of your courses. If the third party documentation is from a professional, it will need to be on professional letterhead with a wet (handwritten) signature.

Any appeal that is submitted without third party documentation will not be reviewed.

Extenuating Circumstance Examples:

In an effort to assist students in better understanding the nature of extenuating circumstances associated with the Unusual Enrollment History FAFSA requirement, the Regent University Financial Aid Office has outlined examples of unusual circumstances and documentation that student's with unique circumstances can submit.

Example 1: John

Extenuating Circumstance: John enrolled in two courses and received federal aid to help pay his tuition bill. Three weeks into his classes John was in a car accident and hospitalized. He was therefore unable to complete the courses he used FAFSA money to pay for.

Documentation: John submits a letter from his doctor, which states the date John's injuries occurred and indicates that the severity of his injuries necessitated time out of school and/or work. He also provides a copy of his official transcript which confirmed the dates of the courses he attempted corresponded with the date of his accident.

Resolution: Regent University is able to confirm that John had unusual circumstances that prevented him from completing courses, and Regent is therefore able to process FAFSA aid for him.

Example 2: Matthew

Extenuating Circumstance: Matthew attends three different online colleges in a two year period. He uses aid from FAFSA at each school, but never completes a course. He states that he could not complete courses because his job required him to travel extensively.

Documentation: Matthew provides a copy of his job description which indicates extensive travel is required.

Resolution: Regent University does not have sufficient information to document how Matthew's travel prevented him from successfully completing his online courses. Matthew was aware of his travel requirements before initiating his studies and it is reasonable to conclude Matthew determined a successful balance of travel and school was possible. Extenuating circumstances may exist, but the documentation Matthew has provided does not indicate this. Regent University therefore cannot process more federal aid for him.



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Please complete the following sections as thoroughly as possible.

Student Information:

Full Name

Student ID Number

Birthday

Regent Email Address (Optional):

Extenuating Circumstance:

What were the extenuating circumstances that directly prevented you from completing your classes? **Be very specific.**
If additional room is needed, please use a separate sheet of paper.

Documentation of Extenuating Circumstances:

Please attach documentation supporting the extenuating circumstance you outlined above in the section above.

The documentation must:

- a. Come from a professional, impartial, third party source (i.e., physician, court records, counselor, lawyer, religious leader, etc.).
- b. Include your name and the dates surrounding the circumstances which correlate to the dates of your courses.
- c. If the third party documentation is professional, it will need to be on professional letterhead with a wet (handwritten) signature.

Student Signature

My signature certifies and confirms that I read and understood all instructions herein. Furthermore, I provided complete, accurate, and current information to the best of my knowledge.

Note: all signatures must be handwritten. Electronic signatures will not be accepted.

Signature: _____ Date: _____