



# 2023-2024 Unusual Enrollment History Form

## I. Student Information

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 Florida Gateway College to determine your financial aid eligibility.

**Student Name:** \_\_\_\_\_ **FGC ID#:** \_\_\_\_\_

**What term are you planning to next receive financial aid funding?** \_\_\_\_\_

## II. Instructions

1. Access the National Student Loan Database (NSLDS) at [www.nslds.ed.gov](http://www.nslds.ed.gov) to assist you in filling out the information below.
2. In Section III below, list all schools that you received Pell Grant funds at during the 2019-2020, 2020-2021, 2021-2022 and 2022-2023 academic years. Please attach an additional piece of paper if more space is needed.
3. If you have not done so already, you must provide official academic transcripts from all schools you list in the boxes to our Admissions Office. This form will not be processed until all official transcripts are submitted.
4. Submit all necessary information to the Florida Gateway Financial Aid Office (the address is on the back of this form).
5. 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 listed below. Examples of special circumstances and appropriate documentation are listed on the back of this form. FGC will review your academic transcripts and/or explanation and documentation to determine your financial aid eligibility and will send you a decision letter. If your financial aid is reinstated, you will get further information about your financial aid status.

## III. Schools Attended

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

## V. Signature

By initialing  I am certifying that all information submitted in this appeal is true and accurate. I understand that all documentation is subject to verification by the Financial Aid Office. In cases where submitted documentation is forged, tampered with, or otherwise fraudulent I may face criminal and/or disciplinary actions in accordance with Federal and State laws and/or college policy, as defined in the Student Conduct Code.

\*\* YOU MUST COMPLETE THE BACK OF THIS FORM. \*\*

## 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.

<u>Nature of Appeal</u>	<u>Recommended Documentation</u>
Death of immediate relative	Obituary notice or death certificate ( <i>It is your responsibility to establish your relationship to the deceased individual.</i> )
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 kids 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, these letters must be notarized
Military Withdrawal	Documentation from commanding officer

### A. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.  
The student and one parent must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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

Date: \_\_\_\_\_

Submit this worksheet to:

Florida Gateway College

Office of Financial Aid

149 SE College Place

Lake City, FL 32025

FAX: 386-754-4529

You should make a copy of this worksheet for your records.