

2016-2017 UNUSUAL ENROLLMENT VERIFICATION

We have received your 2016-2017 Free Application for Federal Student Aid (FAFSA). It has been determined by the U.S. Department of Education that you have an Unusual Enrollment History related to the number of colleges you have attended as well as the Pell Grant and Direct Loan funding received, over the past four academic years (2012-2013, 2013-2014, 2014-2015, 2015-2016).

As a result, the HFC Office of Financial Aid is required to review information about your prior enrollments before any financial aid eligibility can be determined. We are not able to determine your financial aid eligibility until you complete the following steps:

Step 1: Request OFFICIAL transcripts from previous colleges/universities.

If you have not already done so, you must submit the official transcript for any colleges/universities attended during the 2012-2013, 2013-2014, 2014-2015 and 2015-2016 academic years. In order to be official, the transcript must be sent directly to HFC by the issuing college/university.

To determine which colleges/universities you attended during these years, you may go to the National Student Loan Data System (NSLDS) at http://www.nsls.ed.gov/nsls_SA/. You must have your Federal Student Aid ID in order to access your account.

Sometimes a student may have difficulty obtaining an official transcript due to owing money to a prior college/university. Unfortunately, HFC cannot waive this requirement. All transcripts must be official and must be received in order for the processing of any financial aid eligibility to continue.

Step 2: List all of the institutions you attended during 2012-2013, 2013-2014, 2014-2015 and 2015-2016.

List all of the colleges/universities you have attended during the 2012-2013, 2013-2014, 2014-2015 and 2015-2016 academic years. For each school, include the years attended, when the official transcript was requested as well as the number of credit hours attempted and earned.

College/University Attended	Year(s) Attended	Date Official Transcript was Requested to be Sent to HFCC	Number of Credit Hours Attempted	Number of Credit Hours Earned

Step 3: Submit This Form and Statement of Appeal (if required)

Once you have requested all of your official transcripts be sent to HFC, submit this form to our office. Submitting the document before you have requested official transcripts will result in our inability to review your record and the document being marked as "incomplete". This will require you to submit the document again.

In addition, for each school in Step 2 where you did not earn academic credit during an **academic year** while receiving federal aid, **you must submit a typed statement and third-party documentation that supports your statement.** In most cases, an academic year includes Fall, Winter and the following Spring/Summer. The statement must explain the reasons for your failure to earn any academic credit at an institution while receiving Federal Pell Grant or Direct Loan funds during the review period. The third-party documentation should support what you have written in your statement (i.e., medical bills, hospitalization records, accident reports, death certificate, etc.). Failure to address the reasons why you were not able to earn academic credit or to include third-party documentation will result in a determination that you are ineligible to receive federal aid at Henry Ford College.

This completed form as well as any required statement and documentation may be submitted by dropping them in a drop box on the HFC campus or by mail or fax to the address and fax number listed above

_____ Student Name Printed

_____ Student SSN or ID

_____ Student Signature

_____ Date