



# 2021-2022 Unusual Enrollment History



115 South Street Middletown, NY 10940  
1 Washington Center Newburgh, NY 12550  
www.sunyorange.edu/financialaid  
finaid@sunyorange.edu  
(845) 341-4190

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Based upon data provided by the federal government through the National Student Loan Data System (NSLDS), your financial aid file has been flagged for potential Unusual Enrollment History. Per Federal guidelines, SUNY Orange is required to review your enrollment history since you attended multiple institutions within a four-year period.

**Your financial aid at SUNY Orange is now placed on HOLD.** You will not receive any federal financial aid – grants or loans- until we are able to complete our review. In order for SUNY Orange to complete this review, you must

- Complete the SUNY Orange **Unusual Enrollment History (UEH) form**.
- Provide the **Office of Admissions** at SUNY Orange with an official transcript for each of the colleges you have attended since July 1, 2017.
- Write a letter of explanation with supporting documentation if you did not receive passing grades during the time periods in question.
- Provide Documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reason below. Appeals submitted without documentation will be considered incomplete and will be denied.

*\*Once we receive and review this information we will be able to determine your eligibility for federal aid for the 2021-2022 award year. \**

## **Section #1 – Schools Attended**

1. 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, the year you attended, and if you earned, or did not earn, academic credits.
2. You must provide an official academic transcript from each school you have attended to the Office of Admissions.
  - Your file will not be reviewed until all transcripts are received with this form.
3. If you fail to report a school that you attended during the indicated time frame, or fail to submit an official transcript, you may be denied financial aid at SUNY Orange.

Name of School(s)	Year Attended	Did you earn academic credits?	
		Yes	No
	2017-2018		
	2018-2019		
	2019-2020		
	2020-2021		

## **Section #2 – OFFICIAL TRANSCRIPTS:**

Have OFFICIAL TRANSCRIPTS been sent to the Admission Office at SUNY Orange for all schools your previous attended:

☐

YES

☐

NO

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



Updated 4/18/2021



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## **Section #3 – LETTER EXPLAINING CIRCUMSTANCE FOR APPEAL**

If you failed to earn academic credit while receiving Federal aid, the U.S. Department of Education REQUIRES you to explain the circumstances which resulted in your failure to complete academic credits. Please submit along with this form a typed statement which provides an explanation for your failure to earn academic credit. Please refer to a situation that occurred during those academic terms in which you failed to earn credit.

## **Section #4 – SUPPORTING DOCUMENTATION**

If you have extenuating circumstances that prohibited you from earning academic credit, you must provide You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reasons below. Appeals submitted without documentation will be considered incomplete and will be denied. Indicate your circumstances below and provide 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 or illness of 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)

I certify that the information reported on this form is true and correct. If requested, I agree to provide additional documentation to the Financial Aid Office.

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Student Signature

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Date

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