

UNUSUAL ENROLLMENT APPEAL
UENRL1/2

STUDENT ID: _____	YEAR/TERM: _____	
LAST NAME _____	FIRST _____	MI _____

After a review of your enrollment history and financial aid records for the past four award years (2011-12, 2012-13, 2013-14, 2014-2015), a determination of unusual enrollment pattern has been flagged. If you have a reasonable explanation for the multiple admissions at several post-secondary institutions on your record, you will need to appeal and submit this form to Polk State College Office of Student Financial Services with any other necessary documents described below. A decision determining your eligibility to receive federal financial aid will be determined based upon the decision of your appeal. You will be notified by email at your mypolk.edu. If this appeal is approved, you can be awarded.

Check item completed	Submission Steps Required
<input type="checkbox"/>	1. Contact Polk State College Office of Student Admissions Services at 863-292-1000 to determine if all of your post-secondary transcripts have been received.
<input type="checkbox"/>	2. If Polk State College has not received all of your post-secondary transcripts, your responsibility is to request official transcripts from all missing post-secondary institutions and have them sent to the Office of Student Admissions. Your eligibility for aid cannot be determined unless all transcripts are received and evaluated. They should be sent to: Office of Admissions 999 Avenue H, N.E. Winter Haven FL 33881-4299
<input type="checkbox"/>	3. Submit in a typed, signed, and detailed letter specifying the reason you did not successfully earn any academic credits at the post-secondary institutions you attended within the past four academic years listed above while receiving any form of federal financial aid (grants or loans). If your academic records display that you finished any credit hours or clock hours, then it is measured as academic credit earned. Extenuating circumstances considered for not completing academic credit consist of, but are not restricted to: <ul style="list-style-type: none"> • Documented medical condition or serious illness • Documented family emergency • Documented Death of immediate family member • Documented change in where you live; only a move to different city or state will be considered • Documented military obligations • Documented change in conditions of employment • Other extraordinary/emergency circumstances, such as natural disasters and domestic violence
<input type="checkbox"/>	4. Include COPIES of dated backup documentation from a third party. For example, copies of letters from family and friends are typically not satisfactory. You may provide the following, but are not restricted to: <ul style="list-style-type: none"> • Letter from physician or counselor on letterhead indicating the dates you were under his/her care • Copy of a death certification, obituary, or third party documentation of death • Accident reports, police reports, court records, etc. • Rental agreements, utility bills, etc. to show you or your family moved from one city to another • Copy of military orders PLEASE DO NOT provide us with original records; they will not be given back to you. Ensure all copies are readable.

Appeals are processed based upon the history and documents submitted, submission of these items **DOES NOT PROMISE** financial aid approval. Appeals must be properly filled out in order to review. Appeal decisions can take up to 14 working days. If the appeal is granted, the **UENRL** item will display as **Complete** on PASSPORT and will be updated. If your appeal is not approved, you are not eligible to receive aid until an education plan has been completed and approved for you to receive funding again. If you disagree with the decision of your appeal, you can appeal again. Requests for appeals must be made separately in writing with additional supporting documents, and the new form must indicate it is a second appeal. Please understand the decision of the second appeal is final and decisions will be emailed to your mypolk.edu student email.

By signing this form you, the student, admit and testify the above is true and accurate. If you knowingly give dishonest or wrong information on this form, you may be fined, be sentenced to jail, or both.

Signature: _____

Date: _____

Office of Student Financial Services
 999 Avenue H, N.E.
 Winter Haven, FL 33881-4299
 Phone: 863-297-1004
 Fax: 863-298-6850
 Email: financialaid@polk.edu