



OFFICE OF FINANCIAL AID

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 Room 3220 www.essex.edu/fa

2019-2020

UNUSUAL ENROLLMENT HISTORY FORM

LAST NAME	FIRST NAME	ECC ID #	Phone

As a result of filing the *Free Application for Federal Student Aid* (FAFSA®), the US Department of Education’s central processor has indicated an unusual enrollment history for you. The US Department of Education’s Unusual Enrollment History review requirements are intended to address possible fraud and abuse in the Title IV federal student financial aid programs, as they are concerned about specific enrollment pattern(s) where the student attends an institution long enough to receive Title IV federal student aid credit balance funds, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of remaining just long enough to collect another Title IV federal student aid credit balance without having earned any academic credit.

Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires a review by the Essex County College Financial Aid Office to determine whether there are valid reasons for the unusual enrollment history. Resolution of a UEH review process is separate and distinct from verification requirements/processes.

The award years that are monitored for unusual enrollment are the four award years preceding the current FAFSA® award year.

COLLEGES/UNIVERSITIES ATTENDED

- Please list all colleges or universities that you attended for the specific academic year listed. If you attended multiple colleges/universities in an indicated academic year, attach an additional page listing those colleges/universities attended and include your name and ECC ID at the top of each page.
- Please list all colleges/universities even if you withdrew during the semester.
- Attach an unofficial academic transcript for each college attended unless we specifically ask for an official academic transcript.
- Any omission of colleges/universities attended previous to Essex County College will result in summary denial of your request for Federal student aid consideration.

Name of College/University	Dates Attended	Were Academic Credits Earned (check)			
		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	2015-2016	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	2016-2017	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	2017-2018	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	2018-2019	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

UNUSUAL ENROLLMENT HISTORY AND SUPPORTING DOCUMENTATION

Please detail the circumstances pertinent to your unusual enrollment history in the space below. (attach additional pages if needed)

Please include any supporting, third-party documentation to support your assertion(s). Examples in the chart below are illustrative and not exhaustive.

<input type="checkbox"/> I will provide extenuating circumstances documentation.	<input type="checkbox"/> I will not provide extenuating circumstances documentation.
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EXTENUATING CIRCUMSTANCE(S)		REQUIRED DOCUMENTATION Correspondence from professionals must be on professional letterhead, signed, and dated)
Employment-Related	Required overtime and/or change in work schedule	<ul style="list-style-type: none"> Letter from employer, including effective date(s) and whether the increase in hours was necessary
	Reduced hours resulting in increased childcare need, layoff, job loss	<ul style="list-style-type: none"> Correspondence from employer Termination/separation letter
Medical Condition	Serious illness or change in health status	<ul style="list-style-type: none"> Correspondence stating medical advisory for period of recovery/home rest Record of medical appointment(s) Copies of medical bills documenting illness/injury
	Surgery/hospitalization	<ul style="list-style-type: none"> Correspondence stating medical advisory for period of recovery Record of medical appointment(s) Copies of medical bills documenting illness/injury
	Mental health issue	<ul style="list-style-type: none"> Correspondence from doctor, therapist, and/or counselor
	Dental emergency	<ul style="list-style-type: none"> Record of dental visit(s) Correspondence from dentist (or letter from dentist advising of period of recovery)
Student Child/Children	Child's medical condition	<ul style="list-style-type: none"> Records from daycare/school that child was required to be kept home (specify the reasons for which alternative daycare was not valuable and what the specific plan would be if this occurred again in the future). Appointment records from medical provider Letter from medical provider advising period of recovery
	Daycare issue	<ul style="list-style-type: none"> Letter from former daycare provider Letter from new daycare provider
Other Circumstances	Death of a loved one	<ul style="list-style-type: none"> Obituary Funeral program Letter from counselor
	Eviction	<ul style="list-style-type: none"> Eviction notice Letter from transitional housing program
	Assault/domestic violence	<ul style="list-style-type: none"> Law Enforcement Report Court documentation Correspondence from clergy, social worker, counselor and/or medical provider.

Certification

By signing this form, I attest that all information provided is true and correct. Full, complete signature only.

SIGNATURE	DATE