The U.S. Department of Education has indicated that you have had an Unusual Enrollment History while receiving Federal financial aid funds during the previous four academic years. Students who have attended multiple schools and earned Federal financial aid in a short period of time may be considered to have an unusual enrollment history. You must submit your completed Unusual Enrollment History Appeal with all required documentation listed below to be considered for federal aid at Kilgore College. Appeals submitted with missing documentation or without ALL prior college transcripts will be considered incomplete and will not be processed.

INSTRUCTIONS

STEP 1: Print your Federal Financial Aid History
You MUST log into the National Student Loan Data System (NSLDS) at www.nslds.ed.gov to obtain your Federal financial aid history. You will need your Federal Student Aid username and password to log in. You MUST PRINT the “Financial Aid Review” page and attach it to this form.

STEP 2: Get Prior College Transcripts Evaluated by KC Registrar
Ensure that all official academic transcripts for all colleges/universities attended during the review period have been forwarded to the Registrar’s Office. The review period is the previous four academic years prior to the year for which you are applying for aid. Unofficial transcripts will not be accepted for Unusual Enrollment History Appeals.

STEP 3: Supporting Documentation for Review of Unusual Enrollment History
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. You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to the reasons below. Forms submitted without documentation will be considered incomplete and will be denied.

- Personal injury or illness (must have occurred during semester(s) of academic difficulty) – Requires doctor’s statement, hospital records, or accident/police report
- Death or serious illness of an immediate family member (parents, grandparents, children, spouse, sibling) – Requires doctor’s statement, hospital records or a death certificate/obituary notice
- Employment changes – Requires documents to show loss of job or other changes in employment
- Divorce or separation in the student’s immediate family – Requires divorce/separation documents or letter from attorney
- Failure to meet Satisfactory Academic Progress (SAP) standards or to set academic goal/major – (may only be used as an excuse for one (1) time during the years in question).
- Other – Requires supporting documentation
  - Brief explanation: __________________________________________________________________________

Certification and Signature

I certify by signing this document that all of the information on this form is complete and true.

Warning: If you purposely give false or misleading information, you may be fined, sentenced to jail, or both.

Student Signature ___________________________ Date ____________________________

Electronic Signatures Will Not Be Accepted

Submit this document in-person, by email to finaid@kilgore.edu, by fax to 903-988-7528 or by mail to KC Financial Aid, 1100 Broadway, Kilgore, TX 75662.