



OFFICE OF STUDENT FINANCIAL AID

2024-2025 Unusual Enrollment History Petition

Student's Name: _____ ID/SSN: _____

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history do have legitimate reasons for their enrollment at multiple institutions. Such an enrollment history requires a review to determine whether there are valid reasons for the unusual enrollment history. This must be resolved before you can receive financial aid at Zane State College.

Please Note:

- Appeals submitted without sufficient **supporting documentation will be denied without an option to resubmit.**
- **DO NOT** include original records, they will **not** be returned. Do ensure all copies are legible.
- We recommend you keep copies of all paperwork.

A. ENROLLMENT INFORMATION

Access the National Student Loan Data System (NSLDS) at www.nslds.ed.gov to assist you in filling out the following information. List all information for the 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 academic years. You must provide **Official** academic transcripts from all schools attended. If you have already submitted copies of all transcripts to the Registrar Office, you must notify the Office of Financial Aid at Zane State College to obtain a copy from the Registrar. Forms submitted without transcripts cannot be processed.

Name of Institution	Dates of Attendance	Credit Hours Earned?	
		YES	NO
		YES	NO
		YES	NO
		YES	NO
		YES	NO
		YES	NO
		YES	NO

- If **each** of your transcripts show that you have earned credit while receiving Federal funds from **all** of the institutions attended, STOP HERE. Sign, date the last page and turn this petition in with your transcripts.
- If you have not earned credit at **each** of the previous institutions, proceed to **Section B** on page 2.

B. STUDENT INFORMATION

If you answered “No” to the Credit Hours Earned question for any of the schools you attended in 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24, you must provide an explanation of your failure to earn academic credit and provide third party documentation to support your explanation.

1. I am providing the required personal **typed detailed explanation with signature** of how extenuating circumstances *beyond your control* prevented you from earning academic credit.

Acceptable Documentation may include, but is not limited to:

- Death of an immediate family member (you must include the relationship of the family member and a copy of the death certificate)
- Documented hospitalization or illness of self, child or parent (must include dates and a health care

provider's decision of the student's readiness to return to school - written on official letterhead)

- 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): _____

2. I am providing copies of **Transcripts** for all institutions in which I have earned credits listed in Section B of this form.
3. **I have met with my ZSC academic or faculty advisor to complete my Academic Timeline.** This form is required and must be completed with a ZSC academic or faculty advisor.

C. CERTIFICATION AND SIGNATURE

I certify that all information provided is true and correct to the best of my knowledge. I have included all pertinent documentation and understand if my petition is incomplete, it will be denied. I further understand that all decisions are final and cannot be appealed.

Student Signature

Date

D. ACADEMIC TIMELINE: Must be completed with a ZSC academic or faculty advisor

1. COMPLETE AN ACADEMIC PROJECTION FOR THE STUDENT'S NEXT FOUR SEMESTERS (REQUIRED).

Can be fewer than four semesters if the student is close to graduation.

Semester:	Year:

Semester:	Year:

Semester:	Year:

Semester:	Year:

Advisor/Faculty name (print): _____ Email: _____

Advisor/Faculty signature: _____ Date: _____

FOR INTERNAL USE ONLY

Terms of Petition: _____ Approved _____ Denied _____ Verification Complete

Financial Aid Signature and Date: