



A Unit of the Technical College System of Georgia

Office of Student Financial Aid

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Email: [FinancialAid@westgatech.edu](mailto:FinancialAid@westgatech.edu)

Student Name:

Student ID/SSN:

## **2017-2018 Unusual Enrollment History Appeal**

Your 2017-18 Free Application for Federal Student Aid (FAFSA) has been flagged for “Unusual Enrollment History Review” by the U.S. Department of Education. This flag is because you received Federal Pell Grant funds at multiple educational institutions during the past three years. Upon review of the academic transcripts submitted, it was determined that you **did not** earn academic credit at one or more of the previously attended institutions. This has resulted in a denial of any additional Federal Title IV funds.

### **SECTION A - Appeal Instructions:**

If you did not receive academic credit at one or more of the previously attended institution,

- Please complete and submit this form.
- Please provide a written 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.
- Please include the name of the school and academic period in question. Please include any third party documentation which would support your statement. This letter should be **typed**; no handwritten letters will be accepted.

### **SECTION B - Reason for Appeal:**

- **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
- **Other academic deficiency**—Requires supporting documentation

### **SECTION C - Items to Submit:**

1. Completed Unusual Enrollment History Appeal Form
2. Letter explaining circumstance for unearned credit
3. Documentation of extenuating circumstance (cannot be reviewed without documentation)

### **Certification and Signature:**

*I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge. I understand it is a federal crime to purposefully give false or misleading information, and may be subject to a fine, imprisonment, or both.*

Student’s Signature

Date

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Equity (Title IX) Coordinator, Dr. Tonya Whitlock, Vice President for Student Affairs, [tonya.whitlock@westgatech.edu](mailto:tonya.whitlock@westgatech.edu), 401 Adamson Square, Carrollton, GA 30117, 678.664.0532. ADA (Section 504) Coordinator, Dr. Rick Leveille, Vice President for Administrative Services, [rick.levaille@westgatech.edu](mailto:rick.levaille@westgatech.edu), 401 Adamson Square, Carrollton, GA 30117, 678.664.0533.