



FINANCIAL AID, VETERAN SERVICES, AND SCHOLARSHIPS
Federal Student Aid Programs
Unusual Enrollment History Form 2024-2025

Student's Name _____ Student ID _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone: _____

The Department of Education has selected your file for review due to a pattern of unusual enrollment history at colleges you have attended. You must submit this form and required documentation for Pensacola State College to determine your financial aid eligibility.

I. Instructions

- 1. Access the National Student Loan Database (NSLDS) at https://nsldsfa.ed.gov/login to assist you in completing the information below.
2. In Section II below, list all schools at which you received Pell Grant funds and/or Federal Loans during the 2020-2021, 2021-2022, 2022-2023, and 2023-2024 academic years. Using NSLDS, you will be able to view your Pell Grant and Federal Loan records associated with the school you attended. Please attach an additional piece of paper if more space is needed.
3. You must provide academic transcripts from all schools you list in the boxes unless Pensacola State College has accepted transfer credits/clock hours from the school(s). Forms submitted without academic transcripts will not be processed.
4. Submit all necessary information to Pensacola State College Financial Aid Office.

II. Colleges Attended

Table with 4 columns: Name of College, Dates of Attendance, Credit/Clock Hours Earned?, and Transcripts. Each row contains checkboxes for Yes/No and Attached/Transfer credits/clock hours accepted by PSC.

*If you answered "No" to the Credit/Clock Hours Earned question for any of the schools you listed above, you must provide an explanation of the special circumstance(s) that caused your failure to earn academic credit/hour and provide third-party documentation to support your explanation by the _____ deadline. Examples of special circumstances and appropriate documentation are provided. (Date)

III. Signatures & Certifications

I certify that the information submitted is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines, and/or imprisonment in this and/or future years.

Student Signature: _____ Date: _____

EXAMPLES OF SPECIAL CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION

This list is not all inclusive. There may be other types of documentation that are acceptable. Please make sure the dates on the documentation coincide with the dates you received Pell Grant funds and did not earn academic credit. Submitting an explanation with supporting documentation **does not guarantee** financial aid eligibility will be reinstated.

Nature of Appeal	Recommended Documentation
Death of immediate relative	Obituary notice or death certificate
Illness of self or immediate relative	Signed doctor's note (<i>must be on doctor's letterhead</i>) Hospital records or bills with dates of stay
Divorce/separation	Divorce papers, signed letter from attorney (<i>on letterhead</i>) Signed statement from pastor or counselor (<i>on letterhead</i>) Copy of lease showing only yourself as the renter School records for children showing different household for their father/mother
Job schedule conflict	Employer's signed statement of schedule change or overtime hours worked (<i>on letterhead</i>) Timesheets – <i>must have company name printed on them</i>
Childcare problems	Signed letter from current daycare center (<i>on letterhead</i>) verifying enrollment of the child. If it is a personal friend or relative, the letter must be accompanied by one other signed letter from a friend or family member who is aware of the situation.

- If you had military obligations, please provide appropriate documentation from your commanding officer
- If you were a victim of a crime or unexpected disaster, please provide a copy of the police report and/or other documentation appropriate to your situation
- If none of the above, please provide alternate detailed documentation of your situation

Do not mail this worksheet to the U.S. Department of Education.

Upload this worksheet via your Workday dashboard to the Financial Aid Office.

You should make a copy of this document and any additional documents you submit for your own records.