



**FINANCIAL AID
Unusual Enrollment History Form
2017-2018**

I. Student Information

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

Student Name: _____

SF ID#: _____

What term are you planning to next receive financial aid funding? _____

II. Instructions

1. Access the National Student Loan Database (NSLDS) at www.nsls.ed.gov to assist you in filling out the information below.
2. In Section III below, list all schools that you received Pell Grant funds and Federal Loans at during the, 2013-2014, 2014-2015, 2015-2016 and 2016-2017 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 official academic transcripts from all schools you list in the boxes unless Santa Fe College has accepted transfer credits/clock hours from that school(s). Forms submitted without official academic transcripts will not be processed.
4. Submit all necessary information to Santa Fe Financial Aid Processing (address at the bottom of this form) by the deadline listed below for the term you are planning to receive financial aid funding.

III. Institutions Attended

***If you answer "No" or had semesters that were withdrawn or failed you must provide an explanation of the special circumstance(s).** *Examples of special circumstances and appropriate documentation are listed on the back of this form.*

Name of School	Dates of Attendance	Credit/Clock Hours Earned?	Transcripts
		Yes No*	___ Attached ___ Transfer credits/clock hours accepted at SF College
		Yes No*	___ Attached ___ Transfer credits/clock hours accepted at SF College
		Yes No*	___ Attached ___ Transfer credits/clock hours accepted at SF College
		Yes No*	___ Attached ___ Transfer credits/clock hours accepted at SF College

IV. Signature

By initialing _____ I am certifying that all information submitted is true and accurate. I understand that all documentation is subject to verification by the Financial Aid Office. In cases where submitted documentation is forged, tampered with, or otherwise fraudulent I may face criminal and/or disciplinary actions in accordance with Federal and State laws and/or college policy, as defined in the Student Conduct Code.

I, _____, authorize my healthcare provider(s) or any other organization, if applicable, to verify the authenticity of all healthcare related documents and other non-healthcare documents that I have included in this completed packet.

Student Signature: _____

Date: _____

Find our Equal Access/Equal Opportunity statement online at www.sfcollege.edu/eaao

Santa Fe College Financial Aid Office

3000 NW 83rd Street, Bldg. R, Room 122 • Gainesville, FL 32606-6210

Phone: (352) 395-5480 • Fax: (352) 381-7050

<http://www.sfcollege.edu/fa>

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 Special Condition

Recommended Documentation

Death of immediate relative

Obituary notice or death certificate *(It is your responsibility to establish your relationship to the deceased individual.)*

Illness of self or immediate relative

Signed doctor's note *(must be on doctor's letterhead)*

Divorce/separation

Divorce papers, signed letter from attorney *(on letterhead)*

Signed statement from pastor or counselor *(on letterhead)*

Copy of lease showing only yourself as the renter

School records for kids showing different household for their father/mother

Job schedule conflict

Signed statement of schedule change or overtime hours worked from employer *(on letterhead)*

Timesheets – *must have company name printed on them*

Childcare problems

Signed letter from current daycare center *(on letterhead)* 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 aware of the situation, these letters must be notarized

Military Withdrawal

Documentation from commanding officer

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