

The U.S. Department of Education has determined that you have an unusual enrollment history (UEH). This has resulted in a denial of any additional Federal Title IV funds. The following information below must be submitted to our office to assist in the determination of your federal financial aid eligibility. Our office will then review the information you have provided and may request additional documentation, if necessary. Return this form and any additional documents by mail, fax, email or in person to the SUNY Poly Financial Aid Office. **Please complete this form using ink. Electronic or typed signatures are not acceptable.**

I. Student's Information

Last Name First Name M.I. U00
SUNY Poly ID #

II. Instructions

1. Access the Office of the U.S. Department of Education with the following link to assist you in filling out the information below. <https://studentaid.gov/fsa-id/sign-in/landing?redirectTo=%2Faid-summary%2Floans>
2. In Section III, list all schools for which you received a Federal Pell Grant or Direct Loan funds during the 2021-2022, 2022-2023, 2023-2024, and 2024-2025 academic years. Using the above link, you will be able to view your records associated with the school(s) you attended. Please attach an additional sheet of paper if more space is needed.
3. You must provide official academic transcripts from all schools listed unless SUNY Poly has accepted transfer credit from that school(s). Forms submitted without necessary academic transcripts will not be processed.
4. Submit this form with the following attachments (where appropriate):
 - a. Official transcripts
 - b. Your signed statement(s). (**One for each school attended where you did not earn any academic credits*).
 - c. Documentation to support your signed statement(s). See below & other side for more information.

III. Schools Attended

Name of School	Dates of Attendance	Credit Hours Earned?	Official Transcripts
		☐ Yes ☐ No*	☐ Attached ☐ Transfer credit hours accepted at SUNY Poly
		☐ Yes ☐ No*	☐ Attached ☐ Transfer credit hours accepted at SUNY Poly
		☐ Yes ☐ No*	☐ Attached ☐ Transfer credit hours accepted at SUNY Poly
		☐ Yes ☐ No*	☐ Attached ☐ Transfer credit hours accepted at SUNY Poly
		☐ Yes ☐ No*	☐ Attached ☐ Transfer credit hours accepted at SUNY Poly

* If you answered "No" to the Credit Hours Earned question for any of the schools you listed above, you must provide a statement to explain the special circumstance(s) that caused your failure to earn academic credit hours and provide third-party documentation to support your explanation. Examples of special circumstances and appropriate documentation are listed on the back of this form. SUNY Poly will review your academic transcripts and/or explanation and documentation to determine your financial aid eligibility. If your financial aid is reinstated, you will receive further information about your financial aid status.

IV. Signature

I certify that the information I have provided is accurate to the best of my knowledge. I understand that this form, my written explanation, the documentation submitted, and the results of this process will become part of my educational record at SUNY Poly.

Student's 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 Federal 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 (must be on doctor's letterhead) Hospital records or bills with dates of stay
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 children 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

For Office Use Only

☐ **Approval of Continued Eligibility**

After thorough review, the institution approves the student's continued eligibility. The Financial Aid Office may choose to require the student to establish an academic plan, similar to the type of plan used to resolve satisfactory academic progress (SAP) appeals as provided in the regulations at 34 CFR 668.34 (c) and (d).

☐ **Denial of Continued Eligibility**

After thorough review, the student did not earn academic credit at one or more of the relevant institutions and did not provide, to the satisfaction of the Financial Aid Office, an acceptable explanation and documentation for each of those failures. Therefore, the student is denied any additional Title IV, HEA program assistance. Should the student wish to appeal the decision, they must write an appeal statement for the Director of Financial Aid.

Comments and Notes:

Signature of SUNY Poly Financial Aid Representative

Date