



2013-2014 Unusual Enrollment History Form



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 must submit this form and required documentation for Baker College to determine your financial aid eligibility.

Student Name: _____ UIN: _____

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

II. Instructions

1. Access the National Student Loan Database (NSLDS) at www.nslds.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 at during the 2010-2011, 2011-2012 and 2012-2013 academic years. Using NSLDS, you will be able to view your Pell Grant 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 or grade reports from all schools you list in the boxes unless Baker College has accepted transfer credits/clock hours from that school(s). Forms submitted without academic transcripts or grade reports will not be processed.
4. Submit all necessary information to the Baker College Financial Aid Office (to the campus you plan to attend) by the deadline listed below for the quarter you are planning to receive financial aid funding.

III. Schools Attended

Name of School	Dates of Attendance	Credit/Clock Hours Earned?	Transcripts
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted at Baker College
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted at Baker College
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted at Baker College
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted at Baker College
		<input type="checkbox"/> Yes <input type="checkbox"/> No*	<input type="checkbox"/> Attached <input type="checkbox"/> Transfer credits/clock hours accepted at Baker College

* 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 listed below. Examples of special circumstances and appropriate documentation are listed on the back of this form. Baker College will review your academic transcripts and/or explanation and documentation to determine your financial aid eligibility and will send you a decision letter. If your financial aid is reinstated, you will get further information about your financial aid status.

IV. Deadlines

Summer 2013 – June 21, 2013**

Fall 2013 – September 27, 2013**

Winter 2014 – January 10, 2014**

Spring 2014 – April 4, 2014**

Summer 2014 – June 27, 2014**

** Please note that you will have seven days from the date of notification or up to the deadline date (whichever comes later) to submit all of the required information requested to resolve your unusual enrollment history flag.

V. 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 Baker College.

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 (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 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.