



2022-2023 Unusual Enrollment History Form

Financial Aid Office, P.O. Box 917, Henderson, NC 27536
Telephone: (252) 738-3280, Fax: (252) 738-3388, Email: fao@vgcc.edu

The U.S. Department of Education identifies students with Unusual Enrollment Histories in an effort to prevent fraud and abuse in Federal Student Aid Program. If it has been determined a student has an Unusual Enrollment History, and VGCC has reason to believe the student remained enrolled only long enough to receive a Title IV credit balance, and/or no academic credit has been earned, a student may complete the Unusual Enrollment History Form documenting legitimate reasons for his/her enrollment at multiple institutions without earning academic credit.

Federal regulations authorize the Financial Aid administrator to determine whether the student's circumstances of the failure to receive academic credit, as evidenced by the student's academic records and other documentation, justify the continuation of Title IV eligibility. The Financial Aid administrator's decision is final.

If approval of continued eligibility is granted, the student may be required to establish an academic plan with the VGCC Financial Aid Office. Failure to meet the requirements of the academic plan will result in termination of Title IV eligibility. If continued eligibility is denied, the student must successfully earn academic credit to regain Title IV eligibility.

Please complete all sections and return to the Financial Aid Office with required documentation. All documentation submitted is confidential. Each file submitted will be reviewed and notification of the decision will be provided to the student within 15 college working days. The Financial Aid Office will send official notification to the student's VGCC e-mail address.

Student Information:

Last Name First Name M.I.

VGCC Student ID Number

Address

Phone Number (with area code)

City State Zip Code

Other Phone (cell, work, etc.)

Email address



Letter of Explanation

Please use this section to provide a detailed explanation of the circumstances that have led to your unusual enrollment history. Attach additional pages and documentation if necessary. **(Please print clearly)**

<u>Financial Aid Office Use Only</u>			
Date Received: _____	FAO Decision:	<i>Approved</i>	<i>Denied</i>
If approved, Date of Academic Plan: _____			
Comments: _____			

Financial Aid Staff Initials: _____		Date: _____	