

**Student ID:****Name:**

This form is a required cover sheet to be completed and submitted with all Unusual Enrollment History appeals.

**Unusual Enrollment History Appeal Requirements Checklist:**

- Completed Unusual Enrollment History Appeal Cover sheet (this form)
- Typed appeal in your own words that includes:
  1. Explanation of the circumstances that prevented academic progress at each institution where credit was not earned.
  2. A clear plan of action describing how academic progress has and/or will improve
- Supporting documentation (letter from instructor/advisor/tutor, medical documentation, etc.)
- Complete Financial Awareness Counseling at [studentloans.gov](http://studentloans.gov). Include printed confirmation page provided at conclusion of counseling with your appeal

The Financial Aid Review Committee will review and respond to your appeal with either an approval or a denial. These decisions are communicated in writing to your EMU email address.

Review committee decisions are final. If a decision is made to deny your appeal, you may request a second review by the committee ONLY if you will provide new information and documentation that was not included in the initial appeal.