

# INDIANA TECH

## Unusual Enrollment Appeal Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Current Address: \_\_\_\_\_

The Department of Education has asked us to collect all transcripts from any school you attended during the 2018-2018, 2019-2020, 2020-2021, and 2021-2022 school years. We are to review your transcripts to be sure that you completed at least one class in each of the schools where you received a Pell grant. This request is based on what is considered an unusual enrollment history and typically involves attendance at multiple schools.

Your transcripts indicate that you did not pass at least one class at each of the schools where you received aid. As a result, you are currently ineligible to receive Federal financial aid funds. You have the option to appeal this decision.

This appeal should contain information explaining why you were unable to complete your class(es) during your enrollment at each school. You should provide third party documentation to support the validity of your appeal.

Third party documentation includes, but is not limited to:

- Obituary of the deceased if a family member passed away
- Correspondence with a tutor if you were trying to pass the class
- Medical paperwork if you were hospitalized while attending class
- Court documents if you were incarcerated while attending class

Responses should be typed and submitted with this form. Completed forms and documentation may be sent to Financial Aid via email ([financialaid@indianatech.edu](mailto:financialaid@indianatech.edu)), via fax (260.422.1578) or mailed to the address above. All students will receive a response via email within ten days of the Appeals Committee's decision.

**I certify that all information and documentation I have submitted pertaining to this appeal is true and accurate.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_