

## Unusual Enrollment Review Form

Complete the following information and return to the Office of Financial Aid

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Semester Aid Requested: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

- Unusual Enrollment Reviews are presented to the Financial Aid Appeals Committee.
- A financial aid appeal will not correct a student's academic standing. Likewise, readmission through the Admissions Committee will not automatically reinstate a student's financial aid.
- An appeal lacking extenuating circumstances or adequate documentation will not be reviewed. Students will be notified if their appeal information was insufficient. The following circumstances may be considered appropriate reasons for failure to earn academic credit: (a) serious illness or accident on the part of the student; (b) serious illness or accident in the immediate family, (c) personal complications.
- Students should anticipate a minimum of three weeks for the Appeal Committee to review and make a decision. Failure to provide required supporting documentation will delay the appeal process.
- Students are notified of the appeal decision by email, via their MyDSCC account.
- Financial aid suspension does not affect a student's right to enroll at Dyersburg State Community College as a paying student. **Students who have filed an appeal are responsible for paying their own fees to secure their classes.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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**\*\*For Office Use Only\*\***

Approved, based upon \_\_\_\_\_

Academic Plan \_\_\_\_\_

Denied, will reconsider based upon \_\_\_\_\_

Denied, based upon \_\_\_\_\_

\_\_\_\_\_  
Financial Aid & Scholarship Appeals Committee

\_\_\_\_\_  
Date

Checklist	What You Need To Do
<p>✓ <b>Step 1:</b></p> <p><b>Have you completed the FAFSA?</b></p>	<ul style="list-style-type: none"> <li>• Reviews will not be processed without a completed FAFSA. Go to <a href="http://www.fafsa.gov">www.fafsa.gov</a> to file your FAFSA.</li> </ul>
<p>✓ <b>Step 2:</b></p> <p><b>Have you turned in your transcripts?</b></p>	<ul style="list-style-type: none"> <li>• Submit academic transcripts from all institutions which you have previously attended. They will be evaluated to determine whether you have earned academic credit at each institution.</li> <li>• Transcripts can be unofficial, for this purpose only.</li> </ul>
<p>✓ <b>Step 3:</b></p> <p><b>What happened?</b></p>	<ul style="list-style-type: none"> <li>• Provide a specific and concise written statement describing the reasons for and circumstances surrounding why you did not earn academic credit at an institution. You should focus on all academic terms and/or courses for which you registered but did not successfully complete.</li> </ul>
<p>✓ <b>Step 4:</b></p> <p><b>What is going to change in the future?</b></p>	<ul style="list-style-type: none"> <li>• Provide a detailed explanation of the measures you have taken to ensure that your academic performance will improve and/or actions you have taken to correct the circumstances that prevented your prior lack of academic credit.</li> <li>• Provide a brief description of your future plans for achieving your career goals.</li> </ul>
<p>✓ <b>Step 5:</b></p> <p><b>How many classes do you need to complete your degree?</b></p>	<ul style="list-style-type: none"> <li>• Meet with your advisor and submit a detailed academic plan for the completion of your degree. Your advisor must sign the academic plan.</li> </ul>
<p>✓ <b>Step 6:</b></p> <p><b>What documentation do you have to support your reasoning?</b></p>	<ul style="list-style-type: none"> <li>• Please provide the appropriate documentation for the applicable reason listed on the following page.</li> </ul>
<p>✓ <b>Step 7:</b></p> <p><b>Have you turned it in?</b></p>	<ul style="list-style-type: none"> <li>• Please provide all the documents listed above, <u>and the Review Form</u> to the DSCC Financial Aid Office. Forms can be sent by the following methods: <ul style="list-style-type: none"> <li>○ Fax to 731-286-3354</li> <li>○ Email to <a href="mailto:financialaid@dsc.edu">financialaid@dsc.edu</a></li> <li>○ Submit at any DSCC location</li> </ul> </li> </ul>

Reason for Appeal	Appropriate Documentation Examples
<b>Major Illness (Physical or Mental) of Student</b>	<ul style="list-style-type: none"> <li>• Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the student is still under medical care. This statement must be on appropriate letterhead.</li> </ul>
<b>Major Illness (Physical or Mental) of an Immediate Family Member</b>	<ul style="list-style-type: none"> <li>• Statement from a medical doctor or other licensed healthcare provider indicating the type of illness or injury, the date of onset, and whether or not the person is still under medical care. This statement must be on appropriate letterhead.</li> </ul>
<b>Death of an Immediate Family Member</b>	<ul style="list-style-type: none"> <li>• Copy of an obituary and documentation showing student relationship to deceased person.</li> <li>• Copy of an official death certificate.</li> </ul>
<b>Extreme Financial Hardship of Student or Immediate Family with Whom the Student Lives or Upon Whom the Student is Dependent</b>	<ul style="list-style-type: none"> <li>• A letter explaining, in detail, the nature of the extreme financial hardship and what action the student and/or family is taking to deal with the situation.</li> <li>• Documentation of the current family income, outstanding medical expenses not covered by insurance, etc.</li> <li>• Copies of court documents that support the appeal.</li> </ul>
<b>Extenuating job demands or work schedule</b>	<ul style="list-style-type: none"> <li>• Statement from employer that documents the job demands and work schedule that hindered your academic success.</li> <li>• Check stubs showing the amount of hours worked during all terms and/or courses for which you registered but did not successfully complete.</li> <li>• This documentation should clearly indicate that withdrawal from school and/or classes was necessary under the circumstances.</li> </ul>
<b>Vehicle Accident or Problems with Vehicle</b>	<ul style="list-style-type: none"> <li>• Police report from accident.</li> <li>• Medical documentation, if applicable.</li> <li>• Repair invoices/detailed receipts.</li> </ul>
<b>Divorce / Domestic Issues</b>	<ul style="list-style-type: none"> <li>• Divorce Decree</li> <li>• Police Reports</li> </ul>
<b>Relocation</b>	<ul style="list-style-type: none"> <li>• Proof of change of address, including but not limited to a lease, utility bill, car registration, or driver's license.</li> </ul>
<b>Other Circumstances</b>	<ul style="list-style-type: none"> <li>• You may provide a letter of support from someone who is familiar with your specific circumstances. The letter must include the individual's signature and telephone number.</li> <li>• This letter may be from a DSCC faculty member, advisor, clergy, or other professional individual knowledgeable of your situation. Letters from immediate family members are discouraged.</li> <li>• <b>A letter of support may be combined with any other documentation.</b></li> </ul>