



Lourdes Financial Aid Office (FAO)
UNUSUAL ENROLLMENT HISTORY APPEAL FORM

Form with fields: Last Name, First Name, Mailing Address, City, State, Zip, E-mail Address, Lourdes ID, Telephone.

The U.S. Department of Education has determined that you have an unusual enrollment history which indicates that you received Federal Pell Grant funds at three or more institutions during the past three award years. Upon review of the official academic transcripts submitted, it was determined that you did not earn enough academic credit at one, or more, of the previously attended institutions. This has resulted in a denial of any additional Federal Title IV funds.

In some cases, the student may present personal reasons to explain their academic credit history. If you wish to appeal this decision, please provide a written statement which provides an explanation for your past academic history. Please refer to a situation that occurred during those academic terms in which you failed to earn credit. Within your statement, please include the name of the school and academic period in question. Please include any third party documentation which would support your statement. Typed explanations or additional pages, if needed, may be attached and submitted with this form.

Series of horizontal lines for writing a statement.



Appeal Deadline: An Appeal is due 21 calendar days prior to the first day of the semester for which the financial aid is desired. Appeals received beyond this timeframe may not be processed prior to the semester Freeze date. Students whose appeals are denied and are enrolled on or after the Freeze date will be responsible for their financial obligations to the University.

Notification of Appeal Determination: Students are normally notified in writing through their Lourdes email account and U.S. Mail as to whether their appeal for reinstatement of financial aid is approved or denied.

Statement of Understanding:

I am submitting a complete and accurate appeal including all required documents and documentation. I understand that if my appeal is incomplete or if we do not have all official academic transcripts it cannot be accepted and/or processed. I understand that that any decision by Lourdes University is final and not appealable to the Department of Education. I further understand that I am responsible for making payment arrangements with Lourdes Student Accounts Office if my appeal is, 1.) Not processed by the freeze date due to being incomplete; or 2.) My appeal is denied and I am enrolled at or after the freeze date.

Student Signature: _____ **Date:** _____

Please forward both pages of this appeal form and all required documents to:

Lourdes Financial Aid Office
Attn: Unusual Enrollment APPEAL
6832 Convent Blvd
Sylvania, OH 43560
Phone 419-824-3732, FAX 419-517-8921
Email: financialservices@lourdes.edu Website: www.lourdes.edu

For FAO Office use only:

Date Received _____ Incomplete: _____
Approved _____ Denied _____ Sent for FA processing _____
Date student notified _____ Email _____ Paper Letter _____