



2021-2022 Unusual Enrollment History Petition

Student Name: _____ COTC ID:

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In an effort to prevent fraud and abuse in the Federal Financial Aid programs, the Department of Education is identifying students with unusual enrollment histories. The Department of Education has determined that you have Unusual Enrollment History with regard to the receipt of Federal Pell Grant and/or Federal Direct Loan funds during the previous four award years (2017-2018, 2018-2019, 2019-2020 and 2020-2021). Some students have legitimate reasons for their enrollment at multiple institutions. Therefore, COTC must review your academic records to determine if you received academic credit at **each** of the institutions attended in the four previous award years. Please complete one of the two steps below.

1. **Provide copies of your official academic transcripts from all institutions attended during the past four academic years (except from COTC).** You may view your Federal Pell Grant and Federal Direct Loan awards and the schools where you received the funds at <https://studentaid.gov> so you may contact the appropriate college to obtain a copy of your academic transcript. If you have already submitted copies of your transcripts to the Gateway, you must notify Student Financial Services at COTC to obtain a copy of your records from the Gateway. If **each** of your transcripts show that you have earned credit while receiving the Federal Pell Grant and/or Federal Direct Loans from **all** of the institutions attended then you may stop here **after** you notify Student Financial Services. At that time, there will be no other actions required on your part. However, if your transcripts do not document academic success, we may request a statement as to why you were unsuccessful with third party documentation and what is your plan for success at COTC. If we need additional information after review of your transcripts, we will contact you through your COTC email account. *If you are unable to provide official academic transcripts, an unofficial transcript will be accepted with an explanation of why an official transcript is not available. However, COTC reserves the right to require an official transcript.* If you have not earned credit at **each** of the previous institutions, proceed to #2.

2. **If you did not earn academic credit at all institutions attended in the last four years, you will need to provide the following:**
 - **A personal typed statement.** Explain in detail the reasons that caused you to not be successful at **EACH** institution you attended and why you did not receive any academic credits. State how you plan to improve upon past academic performance. How has the situation improved that you may now be able to successfully complete the classes attempted? ***Failure to provide a plan for improvement may result in your petition being denied.***
 - **Provide documentation or statements that support your statement provided.** Attach third party documentation on company letterhead to clarify/support your petition such as: statements from academic advisors, faculty, employers, physician, attorney, clergy, an obituary, police reports, insurance reports, court filed documents, etc. If the documentation is not provided on official letterhead, it must be notarized. All documentation must be date specific and address the circumstances that occurred during the timeline of **EACH** school attended where academic credit was not earned. ***Failure to substantiate your circumstances or lack of documentation will result in your petition being denied.***
 - **Meet with your COTC academic or faculty advisor to complete the Academic Timeline.** This form is required and must be completed with a COTC academic or faculty advisor.
 - **Print a copy of your Pell and Loan history** available at studentaid.gov. Under “My Aid” select “View Details” then “Loans” and “Grants” to view and print your aid history.

My signature attests to the accuracy of all information and documentation submitted pertaining to this petition. I understand that if my petition is approved, I will be placed on an academic plan and sent an email detailing the terms of my academic plan for which I am responsible. I also understand that if I do not meet the terms of my academic plan, it is highly unlikely that a second petition would be considered.

Student Name Date

NOTE: If additional information is needed for the petition, an email will be sent to the student’s school-issued email account. Please check your email account frequently for important, time-sensitive messages from the college.

All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned to the student, spouse, or parent (i.e. tax transcripts, verification worksheets, W2s, etc.)

ACADEMIC TIMELINE: Must be completed with a COTC academic or faculty advisor (or attach a copy of your Individual Academic Plan)

1. **COMPLETE AN ACADEMIC PROJECTION FOR THE STUDENT'S NEXT FOUR SEMESTERS (REQUIRED).** (Can be fewer than four semesters if the student is graduating.) ***Courses MUST be on plan of study**

Semester:	Year:

Semester:	Year:

Semester:	Year:

Semester:	Year:

2. **COTC ACADEMIC/FACULTY ADVISOR RECOMMENDATION AND VERIFICATION (REQUIRED)**

I certify that all courses listed above are on the plan of study and are required for graduation:

Advisor/Faculty name (print): _____ Email: _____

Advisor/Faculty signature: _____ Date: _____

TO RETURN THIS FORM: **UPLOAD** all forms and documents in the **Student Assistance Portal**. Select the "Assistance" icon in the upper right-hand corner of the screen, followed by "Submit Financial Aid Documents" from the drop-down menu. Or, you can **FAX** to: 740-364-9533, or **MAIL** to: COTC, Student Financial Services, 1179 University Dr., Newark OH 43055. **DO NOT** submit this form via email as it will not be accepted.

Office Use Only

Student Financial Specialist Recommendation and signature: _____ Verification Complete

Terms of the Petition and signature