



THE UNIVERSITY OF TEXAS
PERMIAN BASIN

Office of Student Financial Aid & Scholarships

Unusual Enrollment History Appeal 2022-2023

Your Free Application for Federal Student Aid (FAFSA) has been flagged for “Unusual Enrollment History Review” by the U.S. Department of Education. This flag is because you received Federal funds at multiple institutions during the past four years. Upon review of the academic transcripts submitted, it was determined that you did not earn academic credit at one, or more, of the previously attended Institutions. This has resulted in a denial of any additional Federal Title IV funds. You may appeal this decision.

Instructions: Complete an UEH appeal form for each situation you are appealing. Write a single appeal letter in which each situation is explained in detail as outlined below. Include any required documentation and return to Office of Financial Aid.

A. Student Information

Student Last Name First Name MI UTPB ID Number

Institution Attended

Semester (fall, spring, summer)	Institution Attended	Year

C. Appeal Reasons and Required Documentation

- Serious injury or illness of the student and/or a member of the student’s immediate family
 - Required documentation includes copies of medical records from doctor/hospital cofirming injury/illness and time period.**
- Death of the student’s relative. Date of Death: ____/____/____ (MM/DD/YY)
 - Required documentation includes copy of the death certificate. Date of death will only be verified only through official records. Must also include documentation of the relationship between the deceased and the student.**
- Other Circumstances such as natural disaster or legal matters.
 - Required documentation includes varies from situation to situation. The Office of Financial Aid will request specific documention on a case by case basis.**

D. Personal Statement

- Write and attach a detailed personal statement, which must include the following information:
- Explain the reason for the appeal, if the appeal is for multiple situations explain each.
- Explain when the situation occurred, it must have occurred during the term you received failing grades and/or withdrew from classes.
- Explain how the situation(s) in question affected your ability to successfully complete your courses during that time period.
- Explain what has changed that will now allow you to successfully complete your courses.

E. Certification and Signature

I certify that all information contained on this form and any supporting documentation provided is true and accurate. I understand that I may be contacted if further information is needed. I understand that it may take 2-3 weeks for this request to be processed. Electronic signatures are not accepted.

Student Signature

Date

Submit this worksheet to:
UTPB Office of Financial Aid & Scholarships
4901 E. University Boulevard
Odessa, TX 79762
Phone: (432) 552-2620; Fax: (432) 552-2621