



**Financial Aid Offices:**  
50 Oakland Street, Wellesley Hills, MA 02481      490 Franklin Street, Framingham, MA 01702  
Phone (781) 239-2600      Phone (508) 270-4010  
Fax (781) 239-2607  
Email: [finaid@massbay.edu](mailto:finaid@massbay.edu)

## Unusual Enrollment Appeal Form for 2025-2026

The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal Student Aid. Students who have attended multiple schools and earned Federal Student Aid in a short period of time may be considered to have an unusual enrollment history. You must submit your completed Unusual Enrollment History Appeal with all **REQUIRED** documentation listed below. Appeals submitted with missing documentation or without relevant award year college transcripts will be considered INCOMPLETE and will not be processed.

### STEP 1: Student Information

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Last Name	First Name	M.I.	Student ID Number
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### STEP 2: Prior College Transcripts Required to be Evaluated

A copy of the Transcripts must be submitted to the Financial Aid Office. Please ensure that all official academic transcripts for all colleges/universities attended have been forwarded to the Registrar's Office. **(If you earned credit and we find no reasons to believe that you enrolled just to receive a credit balance, no further action is required after this point)**

### STEP 3: Letter Explaining Circumstance for Appeal

If you failed to earn academic credit while receiving Federal aid, the U.S. Department of Education **REQUIRES** you to explain the circumstances which resulted in your failure to complete academic credits. Please submit along with this form a typed statement which provides an explanation for your failure to earn academic credit. Please refer to a situation that occurred during those academic terms in which you failed to earn credit.

### STEP 4: Supporting Documentation:

You must provide documentation to support the circumstance(s) in your appeal. Appeals submitted without documentation will be more likely to get denied.

#### Examples of Documentations:

- Personal injury or illness (must have occurred during semester(s) of academic difficulty) – Requires doctor's statement, hospital records, or accident/police report
- Death or serious illness of an immediate family member** (parents, grandparents, children, spouse, sibling) – Requires doctor's statement, hospital records or a death certificate/obituary notice
- Employment changes** – Requires documents to show loss of job or other changes in employment
- Divorce or separation in the student's immediate family** – Requires divorce/separation documents or letter from attorney
- Failure to have a set academic goal/major or misunderstanding of schools Satisfactory Academic Progress (SAP) standards** – (may only be used as an excuse for one (1) time during the years in question).
- Other** – Requires supporting documentation

Please attach all documents with the appeal.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_