



OFFICE OF STUDENT FINANCIAL AID

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# UNUSUAL ENROLLMENT

(2021-2022 Academic Year)



Scan the code on your phone and follow instructions to upload this document to CCC.

CCC ID#		Last Name		First Name		MI
Mailing Address			City	ST	Zip Code	
Phone # (include area code)		CCC Student Email Address @students.coconino.edu				

Your FAFSA indicates that you have an unusual enrollment history with regard to the receipt of financial aid funds. This form is intended to address possible fraud and abuse in the title IV student aid programs. The specific enrollment pattern is where a student attends an institution long enough to receive financial aid, leaves without completing the classes, enrolls at another institution, and repeats the pattern of attending school just long enough to collect more financial aid without having earned any academic credit. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. The Department of Education requires us to review your enrollment at all previous colleges to determine whether there are valid reasons for the unusual enrollment history. CCC must review your enrollment and financial aid records at all schools to determine if you attended during the three award year period (Award Years 2018-2019, 2019-2020 and 2020-2021). Using information from the National Student Loan Data System (NSLDS), CCC must identify schools where you received financial aid funding over the past three award years (2018-2019, 2019-2020 and 2020-2021). CCC is required to determine the following:

**Academic Credit Earned:** If CCC determines that you earned academic credit at each of the previously attended institutions during the relevant award years, no further action is required unless we have other reasons to believe that you are enrolling here just to receive the financial aid refund. In such instances, CCC must require you to provide additional information as discussed below under "Academic Credit Not Earned." If it is determined that academic credit was not earned at one or more of the previously attended institutions, CCC must follow the "Academic Credit Not Earned" guidance below.

**Academic Credit Not Earned:** If you did not earn academic credit at a previously attended institution (including CCC), we must obtain documentation from you explaining why you failed to earn academic credit. CCC must determine whether the documentation supports (1) the reasons given by the student for the student's failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds. If academic credit was not earned or if there is a low transfer GPA, students may be immediately suspended from financial aid based on our Satisfactory Academic Progress (SAP) policy at <http://www.coconino.edu/details/satisfactory-academic-progress>. If you have extenuating circumstances, you may be able to appeal. Instructions for appealing are at <http://www.coconino.edu/details/satisfactory-academic-progress>. Students are required to obtain third party documentation to support the student's appeal.

### Approval of Continued Eligibility

If CCC approves the student's continued eligibility, we may choose to require the student to establish an academic plan, similar to the type of plan used to resolve Satisfactory Academic Progress (SAP) appeals as provided in the regulations at 34 CFR 668.34(c) and (d).

### Denial of Continued Eligibility

If you did not earn academic credit at one or more of the institutions and do not provide CCC an acceptable explanation and documentation for each of those failures, we are required to deny you any additional financial aid. Instructions for appealing are at <http://www.coconino.edu/details/satisfactory-academic-progress> click on "SAP Appeals."

### Authority

The authority for an institution to deny title IV, HEA program assistance under the circumstances described in this letter is section 484(a)(4)(A) of the Higher Education Act of 1965, as amended, which requires the student to sign a Statement of Educational Purpose. (See also 34 CFR 668.32(h)). By signing the Statement of Educational Purpose as part of your submission of the FAFSA, you certified that you would use the title IV, HEA program assistance received only to meet educational costs.

### SAP Policy for Transfer Students

All Transfer students are required to submit official transcripts from ALL previously attended colleges, regardless of whether they received financial aid there or not. Transfer students who fail to turn in their official transcripts from any previously attended



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institutions cannot have their SAP status calculated and are thus, not eligible to have their financial aid file reviewed until they are turned in.

New transfer students are required to have a transfer grade point average (GPA) of at least 2.0. Official transcripts from ALL previously attended colleges must be submitted to the Office of Registration and Enrollment Services to determine a transfer GPA. Unofficial transcripts are not accepted. Classes that are in progress (not complete) on a transcript at another college will delay the processing of financial aid until the final transcript is received and reviewed. New transfer students who have attended only one other college and transfer to CCC with a cumulative transfer GPA above a 2.0 will be placed on Good SAP status. New transfer students who have attended only one other college and transfer to CCC with a cumulative transfer GPA between 1.0 and 2.0 will be placed on Financial Aid Warning. New transfer students who have attended only one other college and transfer to CCC with a cumulative transfer GPA less than 1.0 may be required to meet with an academic advisor and will be placed on Warning. New transfer students who have a transfer GPA of 0.0 or who withdrew from their previous college are immediately suspended from financial aid at CCC and may not receive financial aid. New transfer students who have attended more than one college prior to CCC and have two or more transfer GPAs of less than 2.0 are immediately suspended from financial aid at CCC and may not receive financial aid. Transfer students who fail to turn in their official transcripts from any previously attended institutions cannot have their SAP status calculated and are thus, not eligible to have their financial aid file reviewed until they are turned in.

Returning Transfer students who left CCC on a suspension status, upon return to CCC, continue on a suspension status, regardless of the grades at the other college they attended. Returning transfer students who left CCC on a good, warning or probation status will have their transcripts evaluated from all colleges that were attended after CCC and SAP will be set based on an averaging of the CCC SAP standing and the grade point average at the other colleges. For example, if a student leaves CCC on warning status and then attains a 3.0 at another college, their SAP will become good at CCC. If a student leaves CCC on a warning status and attains a 1.95 at another college, the SAP becomes suspension at CCC. Transfer students who fail to turn in their official transcripts from any previously attended institutions cannot have their SAP status calculated and are thus, not eligible to have their financial aid file reviewed until they are turned in.

### Regaining Aid Eligibility

If CCC denies a student financial aid under the circumstances described above, it must provide the student with information as to how the student may subsequently regain title IV, HEA program eligibility. Since the basis for the denial is the student's academic performance, it is expected that successful completion of academic credit would form the basis for the student's subsequent request for renewal of title IV, HEA program eligibility. This could include meeting the requirements of an academic plan that CCC established with the student. (See 34 CFR 668.34(c)(3)(iii)(B) and (c)(4), and 668.34(d)(2)(ii)(B) and (d)(3).) Please visit <http://www.coconino.edu/details/satisfactory-academic-progress> click on "Regaining financial aid SAP suspension."

## **ACTION REQUIRED FROM YOU:**

**1. Provide us official academic transcripts for ALL previously attended colleges, whether or not academic credit was earned.**

**2. Attach to this document a written explanation of why you failed to complete attendance at any and all of the institutions you have previously attended. Please itemize your enrollment at ALL previously attended colleges so that we understand what happened. Also, if you did complete attendance at your previous colleges and received passing grades, please tell us that.**

*I certify that information provided on this form is true and complete to the best of my knowledge. Purposely giving false or misleading information may result in a delay or denial of my federal financial aid and I may be fined up to \$20,000, sent to prison or both. I hereby provide consent for the use of electronic records and signatures on all financial aid documents. I understand that if I choose to sign electronically, my electronic signature constitutes a binding contract and may not be denied legal effect, validity, or enforceability solely because it is in electronic form or because an electronic signature or electronic record was used in its formation.*

Student Signature and Date

[How do I create a digital signature with Adobe?](#)

**For Financial Aid Office use only:**

- RRAAREQ UNUS\*\*= "A"
- "D" "I" - Add comment on RHACOMM
- IF UNUS\*\*= "D" then add SAPAPP R on RRAAREQ and request Missing Docs Letter

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

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