



# PREVIOUS ENROLLMENT HISTORY (UEH) APPEAL FORM

Office of Financial Aid, MS 6033  
P. O. Box 5616 – Greenville SC 29606  
(864) 250-8000

After careful review of your academic and financial aid history for the past three academic years, we have determined that you are not eligible for Federal financial aid as it appears you have only remained enrolled in order to obtain a Title IV credit (refund). You have the right to submit an appeal to Greenville Technical College but not to the Department of Education. The Unusual Enrollment History (UEH) Appeal Committee will review appeals accompanied by supporting documentation.

**Examples of supporting documentation include:**

- Medical record and/or doctor’s statements that confirm illness & length of recuperation.
- Official court documents or legal documents
- Statements from counselors, clergy or social workers on company letterhead.
- Statement from work supervisor on business letterhead.

**Supporting documentation as outlined above does not guarantee that an appeal will be approved.** Appeals submitted without supporting documentation will not be considered.

You will be notified of the final decision via your GTC email account within 10 working days of the receipt of the appeal except during peak service times at the beginning of the semester when additional delays are anticipated.

1. \_\_\_\_\_  
Last Name                      First Name                      MI                      Student ID#                      Date

2. \_\_\_\_\_  
Address    City    State    Zip Code

3. \_\_\_\_\_  
Home Telephone                      Mobile Telephone                      E-Mail Address

4. Year & Semester for which you are appealing for aid: Year \_\_\_\_\_  Fall  Spring  Summer

5. Reason for Appeal  
 Illness       Change in family situation (separation/divorce)       Employment Change  
 Death of a family member (parents, grandparents, children, grandchildren, brothers, sisters)  
 Other circumstance with documentation (e.g. family catastrophe, personal tragedy, military deployment)

6. Explain in detail the circumstances surrounding your academic difficulties. *(Attach a one-page explanation with your name and Student ID# included at the top. Print legibly in black ink or type)*

I certify that the information provided is true and complete. I understand that withholding or falsifying any requested information may result in rejection of my application and/or expulsion from Greenville Technical College. I understand that if my appeal is denied, I am responsible for the full cost of any tuition, fees, books, or other debts owed to the College. I also understand that if my appeal application is submitted without supporting documentation, it will not be accepted by the Financial Aid Office and will be returned to me.

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

FA Use Only: UEH Approved: _____ Denied: _____	UEH Committee: Approve ___ Deny ___	Initials: _____
FA Signature _____	Approve ___ Deny ___	Initials: _____
Date: _____ Term: _____	Approve ___ Deny ___	Initials: _____