



2019-2020 Staff Initial \_\_\_\_\_ Date \_\_\_\_\_  
Unusual Enrollment History Justification Statement

Student Information

\_\_\_\_\_  
Last Name First Name M.I. Student ID#

As a result of your prior enrollment history during the previous four award years and low units completed, the US Department of Education has flagged your financial aid file for further review. Due to this determination, you are not presently eligible for financial aid. Your responses to the questions below, your personal statement, and any supporting documentation from third-party professional sources will be taken into consideration for reinstatement of financial aid eligibility at Citrus College.

- Please indicate the applicable reason(s) for multiple college enrollments and low unit completion within the last three years:
  - Medical illness or condition that prevented successful completion of courses
  - Family emergency that impeded successful completion of courses
  - Unavoidable relocation from prior residence
  - Military obligations
  - Academic challenges (e.g. prior enrollment at an institution that presented unexpected academic hardship, or enrollment in an academic program that did not meet educational goal)
- Explain why you failed to earn academic credit at Citrus College and/or your previous colleges (**submit all official transcripts to admissions**).
- Explain how you will successfully complete coursework at Citrus College and indicate what has changed to improve your academic success.
- Please type a justification statement in 500 words or less, and provide any supporting documentation to accompany this statement. All documents must be submitted before the end of the semester for financial aid disbursement eligibility during the semester.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I understand that all supporting documentation must be attached at the time the justification statement is submitted. I acknowledge that all information pertaining to my justification statement is accurate and complete at the time of submission. It is my responsibility to thoroughly complete the justification statement and submit it with all supporting documents. I understand that the decision may be appealed for final determination of eligibility by submitting a written statement with supporting documentation no later than the last day of the semester.

**Financial Aid Office Use Only**

	Eligibility Granted	Eligibility not granted
Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>
_____ Reviewer Staff Member: _____ Date: _____		
Student notified by:	E-mail	Mail
	<input type="checkbox"/>	<input type="checkbox"/>