

### 2024-2025 Unusual Enrollment History Verification

(Summer Term 2024 – Spring Term 2025)

Student Last Name	Student First Name
Student ID#	Date of Birth

**I have already completed this process for CCC:**    **Yes**    **No**  
**If you answered Yes, skip to the signature line. If you answered No, continue to Step 1.**

To be completed by students who have an Unusual Enrollment History as determined by the Department of Education. Please allow up to two weeks for review.

**STEP 1.** Attach your unofficial transcript or grade report from each of the schools you attended during the past four award years (Award Years 2020-2021, 2021-2022, 2022-2023, and 2023-2024).

While official transcripts are not required for this process, students are strongly encouraged to submit an official transcript from each regionally accredited institution they've attended in order to receive credit for previous coursework.

**STEP 2.** Mark the appropriate box:

- I received academic credits from all the institutions that I attended during the past four award years (Award Years 2020-2021, 2021-2022, 2022-2023, and 2023-2024) as confirmed by my transcripts or grade reports.
  
- I did not receive any academic credits from at least one of the institutions that I attended during the past four award years (Award Years 2020-2021, 2021-2022, 2022-2023, and 2023-2024). Please submit a typed and signed statement for each school attended (include CCC, if applicable) explaining why you did not earn any credits. Supporting documentation must be provided.

**Incomplete submissions will be denied**

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

\*\*\*\*\*FINANCIAL AID OFFICE USE ONLY\*\*\*\*\*

**APPROVED**       **DENIED**

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
 FA Signature \_\_\_\_\_  
 Date :