

**I. Student Information**

The Department of Education has selected your file for review due to a pattern of unusual enrollment history at colleges you have attended. You must submit this form and required documentation for Kankakee Community College to determine your financial aid eligibility.

Student name \_\_\_\_\_

KCC Student ID \_\_\_\_\_

Which term(s) are you planning to next receive financial aid funding? \_\_\_\_ FA24 \_\_\_\_ SP25 \_\_\_\_ SU25

**II. Instructions**

1. In Section III below, list all colleges that you received Pell Grant and/or Federal Direct Loan funds at during the 2020-21, 2021-22, 2022-23 and 2023-24 academic years. If you need help filling out this list, contact our office for assistance.
2. You must provide academic transcripts or grade reports from all colleges listed in the boxes unless Kankakee Community College has accepted transfer credits from that college(s). Forms submitted without academic transcripts or grade reports will not be processed. Official transcripts should be sent to KCC Admissions Office for evaluation.
3. Submit all necessary information to the KCC Financial Aid Office by midterm of the semester you are planning to receive financial aid funding.

**III. Colleges Attended**

| Name of College | Dates of Attendance | Credit hours earned  | Transcripts                          |
|-----------------|---------------------|--|--------------------------------------|
|                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No* | <input type="checkbox"/> Sent to KCC |
|                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No* | <input type="checkbox"/> Sent to KCC |
|                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No* | <input type="checkbox"/> Sent to KCC |
|                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No* | <input type="checkbox"/> Sent to KCC |
|                 |                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No* | <input type="checkbox"/> Sent to KCC |

\*If you answered "No" to the Credit Hours Earned question for any of the schools listed above, you must provide an explanation of the special circumstance(s) that caused your failure to earn academic credit/hours AND provide third party documentation. Circumstances must be unusual and beyond your control. Examples are listed on page two. KCC will review your academic transcripts and/or explanation and documentation to determine your financial aid eligibility. If your federal financial aid is reinstated, you will get further information about your financial aid status.

- IV. Signature I certify that the information I have provided is accurate to the best of my knowledge. I understand that this form, my written explanation, the documentation submitted, and the results of this process will become part of my financial aid and/or educational record at KCC.

Student signature\_\_\_\_\_

Date\_\_\_\_\_

**EXAMPLES OF SPECIAL CIRCUMSTANCES AND RECOMMENDED DOCUMENTATION**

This list is not all inclusive. There may be other types of documentation that are acceptable.

Please make sure the dates on the documentation coincide with the dates you received Pell or federal direct loans and did not earn academic credit. Submitting an explanation with supporting documentation **does not guarantee** federal financial aid eligibility will be reinstated.

| <b>Examples of valid reasons for failure to complete academic credit:</b>                   | <b>Recommended Documentation:</b>  |
|---|--|
| Death of <b>immediate</b> relative (must be parent, spouse, sibling, or child)              | Obituary notice or death certificate   |
| Serious illness of self or immediate relative   | Signed doctor’s note (must be on doctor’s letterhead)<br>Hospital records or bills with dates of stay<br>Accident reports, police reports  |
| Divorce/separation  | Divorce papers, signed letter form attorney (on letterhead)<br>Copy of lease showing only yourself as renter<br>Signed statement from pastor or counselor (on letterhead)<br>School records for children showing different for household for each spouse |
| Change in conditions of employment (mandatory, not elective)                                | Signed statement of schedule change or overtime hours worked from employer (on letterhead)<br>Timesheets – must have company name printed on them  |
| Childcare problems  | Signed letter from current daycare provider (on letterhead) verifying enrollment of the child  |
| Military obligations  | Copy of deployment orders  |
| Other extraordinary/emergency circumstances such as natural disasters and domestic violence | Police reports, court reports<br>Rental agreements, utility bills<br>Other date specific documentation from disinterested third parties  |
| Change in where student is living – to a different city or state                            | Rental agreements, utility bills   |