



Office of Student Financial Services
Dutchess Community College
Orcutt Student Services Center/ Room 202
(845) 431-8030/Fax (845) 431-8603
Email: financial-aid@sunydutchess.edu

Title IV Unusual Enrollment History Appeal Form

Purpose: Students who do not meet the Department of Education's minimum standards of academic credits earned during the academic years of 2019-2020, 2020-2021, 2021-2022, & 2022-2023 may submit this appeal form, including required documentation, to the Office of Financial Aid. You must detail the specific reasons for not meeting the standards.

Submitting an appeal does not guarantee you will receive financial aid. We suggest you review the checklist to ensure you are submitting the information that will help us receive a well-documented appeal for financial aid consideration.

STEP 1: COMPLETE EACH OF THE FOLLOWING:

Print Name (Last, First): _____

DCC Student Identification Number: A _____

STEP 3: SUBMIT REQUIRED TYPED STATEMENTS & DOCUMENTATION. YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING DOCUMENTATION ATTACHED:

- Part A: Attach a typed statement.
 - *Explain in a detailed letter the extenuating circumstances that prevented you from meeting the Unusual Enrollment History standards at each college during the academic years of 2019-2020, 2020-2021, 2021-2022, & 2022-2023*
 - *Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, and victim of a violent crime. Work conflicts are not extenuating circumstances.*
- Part B: Attach copies of supporting official documentation.
 - *Provide copies of any supporting documentation such as doctors' letters or bills, death certificate or obituary, or police reports.*
- Part C: Submit the information via email to financialservices@sunydutchess.edu and place UEH Appeal in the subject line, fax to (845) 431-8603, or mail to:
 - Office of Student Financial Services
 - Room 202
 - Dutchess Community College
 - 53 Pendell Road Poughkeepsie, NY 12601

NOTE: IF YOU DO NOT COMPLETE EACH OF THESE ITEMS THERE MAY BE A DELAY IN YOUR APPEAL DECISION.