

# 2023–2024 Unusual Enrollment History Appeal Form

**Financial Aid Department**  
800 Main Street, Room C-019  
Pewaukee, WI 53072  
262.691.5436 (Phone); 262.691.5123 (Fax)  
money@wctc.edu

Your Free Application for Federal Student Aid (FAFSA) has been selected for review based on your enrollment history. Please complete this form in full. Along with this form, the Financial Aid office is required to review your **official** academic transcript(s) showing dates attended and credits earned for all the schools listed in Section 3. Please note that if you waived transcripts for any school(s) during the admissions process, they are still required for this review.

Step 1: Student Information		
Student First Name	Student Last Name	Student ID Number

Step 2: Waukesha County Technical College Enrollment History	
Have you previously enrolled at WCTC as a degree seeking student? If yes, what year(s) did you attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No Year(s) attended _____
Did you earn course credit(s) during your previous WCTC enrollment while receiving federal financial aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Step 3: Colleges Attended			
Name of School	Dates of Attendance	Credit Earned?	Transcripts
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Already submitted
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Already submitted
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Already submitted
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Already submitted
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Attached <input type="checkbox"/> Already submitted

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**Step 4: Credit Not Earned (if applicable to you)**

Complete the chart below if you **did not** earn credits at any of the school(s) listed in Step 3. You must provide an explanation for lack of earned credit for each school, in addition to providing third-party documentation that supports your explanation.

Examples of appropriate third-party documentation:

- If you, your child, or your parent/spouse experienced illness or were hospitalized, provide documentation on letterhead of dates and, if applicable, a healthcare provider’s decision of student’s readiness to return to school.
- If you experienced the death of an immediate family member, identify the relationship of this person to you and submit a copy of the deceased’s death certificate.
- If you had military obligations, provide appropriate documentation from your commanding officer or documentation that lists your dates of active service.
- If you were the victim of a crime or unexpected disaster, provide a copy of the police report and/or other documentation appropriate to your situation.
- If none of the above, provide alternate detailed documentation of your situation.

Name of School	Explanation for lack of earned credit

**Signature**

By signing this worksheet, you certify that the information provided on this form and the enclosed documentation is true and correct to the best of your knowledge. You are aware that if you intentionally give false or misleading information on this form, you may be fined, sentenced to jail, or both. **A physical signature is required; Typed signature are not acceptable.**

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

**Submit completed form to:**  
**WCTC Financial Aid Department**  
Enrollment Center, Room C-019  
800 Main Street, Pewaukee, WI 53072  
262.691.5123 (Fax), money@wctc.edu

