

Enrollment History Verification Policy

The federal government may select federal student aid applicants for verification of previous enrollment history. This will be indicated when a FAFSA has been submitted. Enrollment history must be reviewed to determine eligibility for federal financial aid.

Official Transcripts

When a FAFSA requires enrollment history verification, the four previous academic years will be reviewed and the aid applicant will need to provide **official** transcripts for all institutions:

- That were attended AND
- Where federal grants and/or loans were received.

The Office of Financial Aid will notify the applicant of which official transcripts are required.

Official transcripts must be submitted to:

Adler University
17 N Dearborn St
Chicago, IL 60602
Email: admissions@adler.edu

Duplicate transcripts do not need to be requested if the aid applicant has already provided the same one for the admissions application.

Enrollment History Verification Form

The aid applicant will also need to complete the Enrollment History Verification Form. The Office of Financial Aid will include a link to this form in the follow-up email. The completed form and any attachments should be submitted to Financial Aid.

Financial Aid Eligibility

The Office of Financial Aid will review the required official transcripts for earned academic credits. Aid applicants will be:

- **ELIGIBLE** for federal aid if academic credit was earned at each institution for each year in which federal aid was received.
- **INELIGIBLE** for federal aid if academic credit was not earned at one or more of the institutions attended in the past four academic years.

Appealing Suspension of Financial Aid Eligibility

If academic credit was not earned at one or more institutions for the review period, an appeal may be submitted for consideration of extenuating circumstances. All appeals must be submitted to the Director of Financial Aid in writing. Supporting documentation of any statements made in the appeal should be included, as appropriate.

The Director of Financial Aid will review the appeal and will respond to the student within 10 business days from the receipt of the appeal. *The decision of the Director of Student Financial Aid is final, binding and not subject to further appeal.* Aid applicants will be notified of appeal results via their Adler email account (or personal email if



a university account has not yet been created). Hard copy letters will also be mailed to individuals whose appeals have not been approved.

Reinstatement of Financial Aid Eligibility

Aid applicants may regain eligibility for federal financial aid if they successfully complete Adler coursework for the specified timeframe. Successful completion and the timeframes are defined as:

- Successful completion of coursework:
 - Academic performance at or above the standards of the Satisfactory Academic Progress policy ([SAP](#)).
- Timeframe:
 - Chicago and Vancouver Campus students: one semester.
 - Online Campus students: two course sessions.

Until such conditions are met, aid applicants must pay out-of-pocket or make alternative payment arrangements for tuition and fees.