



Enrollment History Verification Form

Student Name: _____ **Student ID #:** _____

The US Department of Education indicated on your FAFSA that follow-up is required to confirm your previous enrollment history. This means that the Office of Financial Aid is required to collect copies of official transcripts from any institutions you attended and received aid from over the course of the previous four academic years.

You will need to:

1. **Submit a copy of your federal financial aid history.**

Log on to the National Student Loan Data System ([NSLDS](#)) using your FSA ID and print a copy of your Financial Aid Review.

2. **Submit official transcripts.**

Official transcripts should be requested for all institutions you attended and received federal grants and/or loans from in any of the four previous academic years. Official transcripts should be sent to:

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

You should not need to request another official transcript for an institution if you have already provided the same one for your admissions application.

Please check one of the statements below:

I have earned academic credit at all institutions attended during the past four academic years.

Please skip step 3 and proceed to the Student Certification.

I have not earned academic credit at one or more of the institutions attended during the past 4 academic years.

Please proceed to step 3.

3. **Submit a letter of appeal, if applicable.**

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



Student Certification

I certify that all the information provided on this form is true and correct.

I understand that if I have not earned academic credit at a previously attended institution and my appeal is denied, I may regain eligibility for federal financial aid if I 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.

I understand that I will also need to pay out-of-pocket or make alternative payment arrangements for tuition and fees until federal aid eligibility is reinstated.

Signature: _____ **Date:** _____