

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 continued eligibility for federal financial aid.

Transcripts

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

- That were attended within the four year review period AND
- Where federal grants and/or loans were received within the four year review period

The Office of Financial Aid will notify the applicant of which transcripts are required. Duplicate transcripts do not need to be requested if the aid applicant has already provided the same transcript to the Admissions Office.

Official transcripts must be submitted directly to the Admissions Office:

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

If official transcripts are unavailable, please contact the Office of Financial Aid at 844.459.3710 or financialaid@adler.edu to explore other options to verify your enrollment history. Any other transcript options the Financial Aid Office can provide with respect to the Enrollment History Verification process are relevant only to that process. You may still need to submit official transcript(s) to the Admissions Office to complete your admissions requirements.

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).

Reinstatement of Financial Aid Eligibility

Aid applicants who have applied and have been denied under this policy may regain eligibility for federal financial aid if they successfully complete Adler coursework within the timeframe specified below. Successful completion and the timeframes are defined as:

- Chicago and Vancouver Campus students: one semester
- Online Campus students: two course sessions

In order to be considered as successfully completing Adler coursework within this specific timeframe, the aid applicant's academic performance must be at or above the standards set by the [Satisfactory Academic Progress policy](#) and they must be meeting all other [financial aid eligibility requirements](#).

Aid applicants who believe they have met these conditions must [contact the Office of Financial Aid](#) for a review of their federal aid eligibility.

Until such conditions are met, aid applicants must pay out-of-pocket or make alternative payment arrangements for tuition and fees with the [Office of Student Accounts](#) until their federal aid eligibility can be reinstated.

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