



**C. Student Information**

If you answered “no” to the Credit Hours Earned question for any of the schools you attended in the **2019-2020, 2020-2021, 2021-2022 and 2022-2023**. You must provide an explanation of your failure to earn academic credit and provide third party documentation to support your explanation.

- Death of an immediate family member (you must include the relationship of the family member and a copy of the death certificate)
- Documented hospitalization or illness of self, child, or parent (must include dates and a health care provider’s decision, written on official letterhead of the student’s readiness to return to school)
- Military obligations (must include documentation from commanding officer)
- Victim of a crime or unexpected disaster (must include copy of police report, third-party letters, etc.)
- Other (must include appropriate documentation): \_\_\_\_\_

**D. Petition Documentation**

Additional documents that MUST BE included:

- Letter explaining your past enrollment history. This document must be signed and dated. \*
- Copies of unofficial transcripts for all institutions in which you have earned credits you listed in section 2. \*
- A copy of your NSLDS history can be found at: [https://nsls.ed.gov/nsls\\_SA/](https://nsls.ed.gov/nsls_SA/)

**E. Certification and Signature**

You must sign and date this worksheet. Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**Note: Electronic signatures are not acceptable.**

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| <b><u>For Office Use Only:</u></b><br><br>_____<br>FA Counselor Initials |
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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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| <b>WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to prison. or both.</b> |
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